

**DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
CITY OF CRESCENT CITY
COUNTY OF DEL NORTE
STATE OF CALIFORNIA**

**Board of Supervisors Chambers
Flynn Center 981 H Street
Crescent City, CA**

Regular Session

Tuesday October 20, 2015

3:30 PM

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The Solid Waste Management Authority of the City of Crescent City and the County of Del Norte, State of California, is now meeting in Regular Session. Only those items that indicate a specific time will be heard at the assigned time. All items may be taken out of sequence to accommodate public and staff availability.

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All documents referred to in this agenda are available at the Office of the Del Norte Solid Waste Management Authority at 1700 State Street in Crescent City, between the hours of 8 A.M. and 5 P.M. Monday through Friday OR online at www.recycledelnorte.ca.gov

For more information call 465-1100 or email dnswwma@recycledelnorte.ca.gov

3:30 PM CALL MEETING TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE

1. CLOSED SESSION ITEMS:

- 1.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Gov't code 54957) Title: Director

PUBLIC COMMENTS:

3:45 PM ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.

OPEN SESSION ITEMS:

2. CONSENT AGENDA

- 2.1 Approve minutes, Regular Session, Tuesday, September 15, 2015. **
- 2.2 Facilities and Programs Coordinator Recruitment Announcement. **
- 2.3 Approve Budget Transfer in the amount of \$22,910.00

- 2.4 Payment of Invoice #1001113993 from Clean Harbors Env. Services for the 2015 Household Hazardous Waste Collection Event in the amount of \$28,722.00 **

END CONSENT AGENDA

DISCUSSION/ACTION ITEMS

3. LANDFILL POSTCLOSURE – No Items

4. COLLECTIONS FRANCHISE – No Items

5. TRANSFER STATION

- 5.1 Status report regarding continuing negotiations with the Mattress Recycling Council regarding the implementation of the Used Mattress Recovery and Recycling Act in Del Norte County starting in 2016.

6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

- 6.1 Discussion and possible action regarding Resolution 2015-08, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING A REVISED DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY CODE OF ETHICS AND CONDUCT FOR BOARD COMMISSIONERS AND MEMBERS APPOINTED TO COMMISSIONS AND COMMITTEES. **
- 6.2 Discussion and possible action regarding a revised code of conduct for the Del Norte Solid Waste Task Force. **
- 6.3 Receipt and acknowledgement of resignation letter dated 05 October 2015 from Commissioner Dr. Angela Glore. **
- 6.4 Discussion and possible action regarding the selection process for a Public Commissioner to serve on the Del Norte Solid Waste Management Authority Board for a term of up to 24 months. **

7. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 6.1 through 6.5 are provided for information only

- 7.1 Director's State of the Agency Report **
- 7.2 Treasurer/Controller Report for August 2015 **
- 7.3 Claims approved by Director for September 2015 **
- 7.4 Monthly Cash and Charge Reports for September 2015 **

7.5 Earned Revenue Comparisons between FY14/15 and FY15/16 **

8. ADJOURNMENT

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M., November 17, 2015 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

**** Asterisks next to Agenda Item indicates an associated attachment**

**DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
CITY OF CRESCENT CITY
COUNTY OF DEL NORTE
STATE OF CALIFORNIA**

Regular Session, Tuesday September 15, 2015, 3:30 PM

PRESENT: Commissioner Ron Gastineau
Commissioner Rick Holley, Chair
Commissioner Martha McClure, Vice Chair
Director Tedd Ward
Legal Counsel Martha Rice
Treasurer / Controller Richard D. Taylor
Katherine Brewer, Authority Clerk

ABSENT: Commissioner Angela Glore, Secretary
County Commissioner Position vacant pending appointment

ALSO PRESENT: Jeremy Herber, Recology Del Norte
Joel Wallen, Hambro Waste Solutions Group
Wes White, Hambro Waste Solutions Group
Kathryn Murray, Crescent City Councilperson
Jeff Parmer, Crescent City – Del Norte County Chamber of
Commerce

3:30 PM CALL MEETING TO ORDER

Chairman Holley called the meeting to order in regular session at 3:32 p.m.

PLEDGE OF ALLEGIANCE AND ROLL CALL

The pledge was led by Chairman Holley. Roll was taken with Commissioners Gastineau, Holley and McClure present. Commissioner Glore was absent.

3:30 PM PUBLIC COMMENTS:

The following person(s) addressed the Authority:

Elizabeth Henry, County resident, expressed her pleasure that a mattress-recycling program was being implemented at the state level and she wished to see it locally. She hoped Director Ward could get involved.

NEW ITEMS

Director Ward informed Board members that a letter from the State Water Resources Control Board had been received after the posting of the agenda and action was required before the next regular Authority Board meeting. He asked that two items be added to the Agenda for the current meeting: 1) possible approval of a budget transfer, and 2) possible approval of a payment of Waste Discharge Requirements Fees.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority Board of Commissioners voted to add two items to Agenda Item 2. Landfill Postclosure, for the current meeting:

1. Discussion and possible approval of a Budget Transfer for FY 14/15 in the amount of \$11,270.00
2. Approve payment of unpaid balance of Waste Discharge Requirements Fees to the State Water Resources Control Board in the amount of \$40,156.00.

OPEN SESSION ITEMS:

1. CONSENT AGENDA

- 1.1 Approve minutes, Regular Session, Tuesday, August 18, 2015.
- 1.2 Approve Budget Transfer for FY 14/15 in the amount of \$202.00.
- 1.3 Approve Budget Transfer for FY 15/16 in the amount of \$15,000.00.

END CONSENT AGENDA

On a motion by Commissioner Gastineau, seconded by Commissioner McClure, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 1.1-1.3, as presented.

DISCUSSION/ACTION ITEMS

2. LANDFILL POSTCLOSURE

- 2.1 Discussion and possible action regarding releasing a request for proposals for Aerial Surveying services for the Crescent City Landfill. **040101**

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved release of a request for proposals for Aerial Surveying services for the Crescent City Landfill.

2.2 ***ADDED ITEM*** Discussion and possible approval of a Budget Transfer for FY 14/15 in the amount of \$11,270.00. **022101**

On a motion by Commissioner Gastineau, seconded by Commissioner McClure, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved a Budget Transfer for FY 14/15 in the amount of \$11,270.00.

2.3 ***ADDED ITEM*** Approve payment of unpaid balance of Waste Discharge Requirements Fees to the State Water Resources Control Board in the amount of \$40,156.00. **230102**

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved payment of unpaid balance of Waste Discharge Requirements Fees for fiscal year 2014 / 2015 to the State Water Resources Control Board in the amount of \$40,156.00.

3. COLLECTIONS FRANCHISE

3.1 Discussion and possible action regarding Collections Change Order 7 with Recology Del Norte establishing overweight limits for bins with a volume of six cubic yards or less. **180510**

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved and adopted Collections Change Order 7 with Recology Del Norte establishing overweight limits for bins with a volume of six cubic yards or less.

4. TRANSFER STATION – No Items

5. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS

5.1 Discussion and possible action regarding approval of use of Authority-allocated bin pulls for the Del Norte County Fair, Beach Cleanup, and Sea Cruise. **031205, 180510**

Jeff Parmer, Executive Director Crescent City – Del Norte County Chamber of Commerce, presented his request to have fees waived for Sea Cruise on October 10 at Beachfront Park.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved use of the Authority-directed bin pulls to provide disposal of materials associated with Del Norte County Fair (3 bins), HHW

Event (1 bin), Beach Cleanup (5 bins), and Sea Cruise (3 bins); to waive the Authority's portion of the service fees for disposal of materials contained in those bins; and directed Authority staff to complete the process to request that Hambro/WSG waive their fees for the Del Norte County Fair, HHW Event, and Beach Cleanup (Chamber of Commerce to remain responsible for requesting the fee waiver for Sea Cruise).

- 5.2 Discussion and possible action regarding changes to the Authority staffing chart, including the elimination of the Program Manager position, the creation of a new position for a Facilities and Programs Coordinator, and modification to the job descriptions for the Administrative Assistant – Solid Waste and the Account Clerk – Solid Waste. **160504, 070106**

Elizabeth Henry, County resident, addressed Board members to thank them for approving this item and expressed frustration that it had taken this long.

On a motion by Commissioner Gastineau, seconded by Commissioner McClure, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved the following actions:

- 1.) The Board approved changing the Authority's Administrative Assistant I (range 40) to Administrative Assistant – Solid Waste (range 44), and the attached job description, and
- 2.) The Board approved changing the Authority's Account Clerk II (range 24) to Account Clerk – Solid Waste (range 28), and the attached job description, and
- 3.) The Board eliminated the Authority's Program Manager (range 55) effective 15 September 2015, and
- 4.) The Board established the Authority Facilities and Programs Coordinator (range 50) effective 15 September 2015, and the attached job description, and
- 5.) The Board approved the attached Proposed Organizational Chart with respect to these three positions, and
- 6.) The Board directed staff to work with the Del Norte County Personnel Department to begin recruitment for this position as soon as practical.

- 5.3 Discussion and possible action regarding Rate Ordinance 2015-01, Establishing a Rate for Commercial Oil Pumping at the Del Norte County Transfer Station.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved Rate Ordinance 2015-01, Establishing a Rate for Commercial Oil Pumping at the Del Norte County Transfer Station.

- 5.4 Discussion and possible action regarding Resolution 2015-08, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING A REVISED DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY CODE OF

ETHICS AND CONDUCT FOR BOARD DOMMISSIONERS AND MEMBERS APPOINTED TO COMMISSIONS AND COMMITTEES.

The following person(s) addressed the Authority:

Elizabeth Henry, County resident, clarified that the members of the Solid Waste Task Force had were included in this Resolution under "committees" and that they had never before been required to sign the Code of Ethics.

Bill Lonsdale, City resident, complimented Director Ward on the tracked changes provided in the meeting packet. He also wished to see it established for the record that the vote of a short Board was sufficient to pass this Resolution, and that there was consistency among the Rules of Order, Code of Ethics, and Bylaws.

Joel Wallen, Hambro/WSG and Task Force Member, felt that the Code of Ethics rules might pose a conflict for contractors.

Wes White, Hambro/WSG, also expressed his concern about contractor conflicts.

Paula Ivy, City resident, clarified that is was possible for an individual to simultaneously be a Commissioner and serve on the Task Force.

After discussion, the Board agreed by consensus to direct the sub-committee to meet again regarding potential contractor conflicts and report back to the full Board.

5.5 Discussion and possible action regarding Resolution 2015-09, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING FIRST AMENDED BYLAWS.

On a motion by Commissioner McClure, seconded by Commissioner Gastineau, and unanimously carried on a polled vote with Commissioner Glore absent, the Del Norte Solid Waste Management Authority approved and adopted Resolution 2015-09, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY ADOPTING FIRST AMENDED BYLAWS.

6. DIRECTOR'S & TREASURER'S REPORTS

Agenda items 6.1 through 6.5 are provided for information only

6.1 Director's Report. **231501**

6.2 Treasurer/Controller Report for July 2015.

7.3 Claims approved by Director for August 2015.

7.4 Monthly Cash and Charge Reports for August 2015.

7.5 Earned Revenue Comparisons between FY14/15 and FY15/16.

The above-listed reports were presented and accepted.

7. ADJOURNMENT

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M., October 20, 2015 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Authority, the Chairman adjourned the meeting at 5:02 p.m., until the next regularly scheduled meeting on October 20, 2015.

Richard Holley, Chair
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

Dr. Angela Glore, Secretary
Del Norte Solid Waste Management Authority

Date / /

Submitted:

Katherine Brewer, Clerk
Del Norte Solid Waste Management Authority

Date / /



COUNTY OF DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY

Invites Applications for the position of

FACILITIES & PROGRAM COORDINATOR

SALARY: Beginning biweekly salary:

Facilities & Programs Coordinator- \$1,647.07

County pays a portion of employee share of retirement contributions and offers health care benefits for employees.

JOB OPPORTUNITY AND APPLICATION PROCESS: Del Norte County is currently establishing an eligibility list for the position of Facilities & Programs Coordinator for the Del Norte County Solid Waste Management Authority. This list will be used to fill future vacancies and for extra-help for up to one year. Applications are available at the Del Norte County Human Resources, 981 H Street, Suite 250, Crescent City, CA 95531, (707) 464-7213 or the county website www.co.del-norte.ca.us. A standard application is required. Resumes are encouraged, but will not be accepted in lieu of required application materials. Applications which are incomplete as of the final date to apply will be eliminated from consideration. **Application will be accepted until 5:00 P.M. on Wednesday October 28, 2015.**

ESSENTIAL DUTIES: Job duties may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Performs complex professional tasks related to planning, implementing, monitoring and reporting regarding solid waste, recycling, composting, special waste, household hazardous waste and public education and outreach programs and activities. Acts as advisor in the planning and execution of assigned projects and manages various Authority programs. Prepares grant applications, scopes of services for professional contractors, preliminary and final designs, plans and specifications, requests for proposals, invitations to bid, and related quantity estimates. Develops project budgets, tracks expenses and prepares final budget reports for resource recovery projects, community cleanup projects, and collection events as assigned. Administers Authority contracts and grants as assigned including reviewing invoices and related work products for progress and final payments. Administers most aspects of the used oil and beverage container recycling programs, including: budget management, contract management, inspections, procurement, reporting and public education.

Develops, plans and coordinates the implementation of programs and facilities for the recycling of used oil, hazardous waste, and other recyclables. Prepares and/or monitors evaluation of potential contractors, preliminary and final project deliverables and reports, related cost estimates, plans, and specifications. Conducts on-site inspections of facilities, both public and private, to obtain field data for planning and compliance. Manages and inspects programs and work in progress for compliance with Federal, State, and local regulations. Monitors and advises on compliance by Authority programs, facilities, and contracted service providers. Assesses future needs and provides and analyzes alternative compliance strategies to address those needs. Plans, conducts and coordinates maintenance and repair activities, monitoring, analysis, staff reports, and related agency correspondence pertaining to Authority management of the Crescent City Landfill, monitoring wells, and other Authority facilities and equipment.

Conducts and/or assists with landfill surveys and environmental monitoring of the landfill, including inspections, water quality data and sample gathering, and gas monitoring. Provides assessment and analysis of software, equipment, structures, site improvements, environmental controls, contractors, operations and safety procedures at all Authority facilities. Assists the Director in the management of Authority contractors, review of contractors' reports, and addressing customer complaints. Prepares and presents written and oral reports and graphic presentations related to solid waste planning, monitoring and compliance, resolutions and Ordinances to the Del Norte Solid Waste Management Authority Board of Commissioners, the Del Norte County Board of Supervisors, the Crescent City Council and other agencies, departments and advisory groups as needed. Participates in drafting portions of the Authority budget; may monitor budgets and other financial reports. Inspects Authority programs and projects to ensure that performance meets requirements. Serves as staff support to the Del

Norte Solid Waste Task Force. Provides technical assistance to institutions, commercial businesses and the general public regarding waste audits and other requested assessments. Plans, coordinates and participates in face-to-face outreach and service events. Develops and distributes printed surveys and public education materials to support reuse, recycling and product stewardship programs. Develops and produces newspaper and radio ads and coordinates related education campaigns with local and social media. Plans and organizes public outreach and education activities, such as composting workshops, Earth Week activities, booths at the County Fair and other public events, etc. Assists and advises agencies, the general public and other interested parties regarding the laws, regulations, policies, procedures, and programs pertaining to Authority responsibilities.

Composes letters of response or inquiry to government agencies, the general public, and other interested parties regarding questions, clarification or issues related to the Authority, or related programs, contractors, or facilities. Compiles data and prepares technical reports to document the cost and success of countywide resource recovery programs. Prepares documentation, correspondence and other written materials related to program services; maintains or directs maintenance of associated records and files. Monitors the progress of special projects under the guidance of the Director. Reviews various journals, reports, and other written material in order to stay abreast of the current practices and legal requirements pertaining to Authority responsibilities. Acts as an information source and provides assistance to the public regarding division programs, policies, projects, and procedures. Serves as Refuse Site Attendant and assigned stand-by duties as needed.

Acts as head of the Del Norte Solid Waste Management Authority in the absence of the Director.

Represents the Solid Waste Management Authority as needed on the Environmental Review Committee.

JOB REQUIREMENTS: Possession of a valid California Driver's License. Ability to communicate regarding complex issues quickly and accurately. Knowledge of the methods, practices, procedures, and legal requirements associated with development and implementation of a County-wide integrated waste management program in California. General knowledge regarding the laws, regulations and agencies and their respective responsibilities for managing solid waste, recycling, composting, landfills, and Authority facilities. Knowledge of hazardous waste management and recycling procedures and equipment. Knowledge of methods, materials, tools and equipment used in solid waste, resource recovery, composting, and product stewardship programs. Knowledge of the social and psychological aspects of solid waste management, resource recovery, and promoting behavioral changes. Ability to use computers, electronic spreadsheets, word processing, and graphics software for effective analysis and communications. Ability to comprehend and navigate laws, regulations and requirements related to solid, integrated, and hazardous waste management. Ability to gather data and prepare accurate comprehensible reports. Ability to establish and maintain effective working relationships with other agencies, individuals, and organizations of which the Authority is a member. Ability to inspect programs, facilities, and construction projects to assure compliance with plans, specifications and program requirements. Ability to investigate and provide comparative analysis of new software, alternative program, outreach, or compliance approaches, and related equipment.

Special Requirements: Requires the abilities to maintain mental capacity which allows exercise of sound judgment and rational thinking under varied circumstances; to think and act quickly in emergencies; and effectively deal with personal change. Requires the ability to traverse hilly and uneven terrain and lift up to 50 pounds for the purpose of moving materials and equipment and collection of data at the Crescent City Landfill and other Authority facilities.

MINIMUM REQUIREMENTS: A Bachelor's degree from an accredited college or university in waste management, planning, engineering, public policy or related fields AND two (2) years of increasingly responsible professional experience in integrated waste management or related field; or an equivalent combination of education and experience. This work consists of administrative, professional, and complex technical duties.

RESPONSIBILITY: Employees in the classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may supervise personnel. Errors in work or judgment could result in loss of money, inappropriate application of regulations, unnecessary intervention or fines by regulatory agencies, damage to the environment, litigation against the agency, or poor community relations.

SELECTION PROCESS: The County of Del Norte does not discriminate on the basis of race,

national origin, religion, gender, age, sexual preference, or disability in any of its programs, activities, or hiring practices. All applications will be reviewed and those individuals with backgrounds most closely meeting the needs of the county will be selected for further review. In the event of a large number of qualifying applicants, a written examination may be given to determine which applicants will be invited to attend an oral interview. An eligibility list will be established upon completion of the oral interviews. Expenses (i.e. travel, food, lodging) incurred in connection with the interview shall be the burden of the applicant. In compliance with the Americans with Disabilities Act, if special accommodations are necessary at any stage of the selection process, please contact the Personnel Office prior to the interview/examination so that appropriate arrangements can be made.

COMPENSATION: Appointment will be made at the minimum salary set forth in the salary range below. Appointment at the "II" level will be made if the applicant exhibits abilities and credentials that surpass those listed as requirements and upon recommendation by the appointing authority and approval by the Personnel Officer. Appointee shall serve a 6 month probationary period before being classified as permanent. A 5% step increase is provided upon satisfactory completion of the probationary period.

Facilities & Programs Coordinator- \$1,647.07 1,729.42 1,815.89 1,906.68 2,002.01

CONDITION OF EMPLOYMENT: In compliance with the Immigration Reform and Control Act, Del Norte County is required to verify, within three days of employment of any person, that he/she is: 1) a citizen or national of the United States; 2) an alien lawfully admitted for permanent residence or authorized by the Immigration and Naturalization Service to work in the United States.

BENEFITS: A generous package of benefits is provided including: health and dental care benefits, life insurance, and a retirement plan.

Paid Annual Leave: Vacation- 5 working days the first year; after one year of service - 10 working days per year; after 5 years of continuous service - 15 working days per year; after 10 years - 20 working days per year; after 15 years - 25 working days per year. Floating Holidays- 3 working days each fiscal year. Sick Leave- 12 working days each year with unrestricted accumulation. Holidays - 12 each year.

Retirement: The county is a member of the Public Employees' Retirement System (PERS) integrated with Social Security.

Group Insurance: County pays a portion of employee's group health, dental, and life insurance premiums with dependent health and dental care benefits available at group rates.

Voluntary Deferred Compensation Plan: Employees may elect to have a percentage of their salary deferred for pre-tax investment.

NOTE: The information listed above is a general summary of benefits for this position. This information is not legally binding, nor does it serve as an employment contract.

DEL NORTE COUNTY: Del Norte County is located in the northwest corner of California on a singularly beautiful portion of California's northcoast in the heart of the Redwood Forest. The Smith and Klamath Rivers, two of the best salmon and steelhead fishing streams on the Pacific Coast, flow into the ocean within the County's boundaries. The climate is mild throughout the year, with winter daytime temperatures averaging 40-50 degrees, and in the summer 60-70 degrees; average rainfall is approximately 80 inches. Warmer weather is available within 10 miles of the shoreline along the scenic Smith River. Crescent City is situated on the coast 20 minutes south of the Oregon border and is the county seat. The population of the county is approximately 28,000.

Applications may be obtained from and submitted to:

DEL NORTE COUNTY HUMAN RESOURCES
981 H Street, Suite 250
Crescent City CA 95531
(707) 464-7213
www.co.del-norte.ca.us

Del Norte County Budget Transfer Request

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
Solid Waste	422	421	20221 - 075	Printing - Oil Grant FY 14/15		\$ 1,000
Solid Waste	422	421	20240 - 075	Advertising - Oil Grant FY 14/15		\$ 2,476
Solid Waste	422	421	20285 - 075	Special Department Expense - Oil Grant FY 14/15		\$ 4,434
Solid Waste	422	421	90650 - 075	Oil Grant - 14/15	\$ 7,910	
Solid Waste	422	421	91129 - 065	DOC Grant - 14/15	\$ 15,000	
Solid Waste	422	421	20221 - 065	Printing - DOC Grant FY 14/15		\$ 4,500
Solid Waste	422	421	20240 - 065	Advertising - DOC Grant FY 14/15		\$ 3,000
Solid Waste	422	421	20285 - 065	Special Department Expense - DOC Grant FY 14/15		\$ 4,500
Solid Waste	422	421	20290 - 065	Travel - DOC Grant FY 14/15		\$ 3,000
Total Amounts					\$ 22,910	\$ 22,910

Department complete and send to Auditor's Office for transfer number before sending to

Department Justification - Include cover letter that addresses the following: 1) Reason for request; 2) Why sufficient balances exist to finance transfer; 3) Why

Department Head Signature

Date

Auditor's Office: Sufficient balances exist per above
(Under \$100 Auditor's Office approves)

County Administrative Officer:
(Under \$1000 - CAO approves)

Recommendation:

Approve

Deny

Submit for Board approval

Deputy Auditor-Controller

Date

TR No. Budget Revision No.

Includes Revenue Appropriation Requires 4/5ths Vote

County Administrative Officer

Date

Passed by Board of Commissioners of the Del Norte Solid Waste Management Authority on 20 October 2015.

Ayes:

Noes:

Absent:

Attest: Clerk of the Board

By:

Katherine Brewer

Richard Holley, Chair

Del Norte Solid Waste Management Authority

Vendor Clean Harbors Env. Services
P.O. Box 3442

Claim ID: 7447
Page 1 of 1

AUDITOR COPY

Boston MA 02241-3442

Vendor ID:

17979

☐ PBSP Expense

☐ Change of Address

Special
Warrant
Routing

Fund	Dept	Line	Proj	Amount	Description
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422	421	20281		\$28,722.00	INV 1001113993 Round up Cust # DE3042
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Total Claim: \$28,722.00

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

X

0/13/2015

Claim Date

Signature of Department Head/Authorized Deputy

2.4



INVOICE
Invoice No 1001113993

REMIT TO:
Clean Harbors Env. Services
PO Box 3442
Boston, MA 02241-3442

EIN: 04-2698999

SOLD TO:
Tedd Ward
Del Norte Solid Waste Management Authority
1700 State Street
Crescent City, CA 95531 - 0000

OFFICE:
Clean Harbors Environmental Service,
Inc.
3201 Evergreen Avenue
West Sacramento, CA 95691
(916) 520-3620

*If you have any questions regarding this invoice, please
contact your customer service representative at the
telephone number listed above*

JOB SITE/GENERATOR:
Del Norte Solid Waste Management
Authority
1700 State Street
Crescent City, CA 95531 - 0000

Job Description: HHW - Del Norte HHW - 9.25-26.15

**** Payable in USD funds ****

Last Service Date	Invoice No	Customer	Branch	Sales Order	Purchase Order	Terms
27 Sep 2015	1001113993	DE3042	6J	1502782456	No PO Needed	NET 30 DAYS

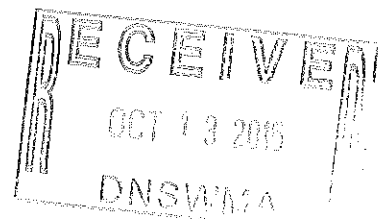
Last Service Date	Task	Task Type	Description	Total
26 Sep 2015	1502782456-001	GENERAL	Mobilization & Equipment Fee	\$10,976.00
26 Sep 2015	1502782456-002	GENERAL	Disposal	\$11,314.00
26 Sep 2015	1502782456-003	GENERAL	Onsite Labor	\$6,432.00

SUBTOTAL \$28,722.00

TAX \$0.00

PLEASE PAY THIS AMOUNT → INVOICE TOTAL \$28,722.00

REMIT PAYMENT BY → DUE DATE 05 Nov 2015



Interest will be charged at a rate of 1.5% per month for all past due amounts.



INVOICE
Invoice No 1001113993

TASK 1502782456-001 - Mobilization & Equipment Fee

Item ID	Description	Fixed Price Amount	Percent Complete	Billable Amount
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26 Sep 2015

FIXD	Labor	10,976.0000	100%	\$10,976.00
SUBTOTAL				\$10,976.00
TAX				\$0.00
TASK TOTAL				\$10,976.00

TASK 1502782456-002 - Disposal

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
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26 Sep 2015

008745638FLE 1	DISPSL / LCCRQ	AEROSOLS CH384553	2	FBIN	2.000	FBIN	545.0000	\$1,090.00
008745638FLE 2	DISPSL / FB1	FLAMMABLE LIQUID - BULK (FLB) CH384533	2	55DM	2.000	55DM	109.0000	\$218.00
008745638FLE 3	DISPSL / LCCRD	FLAMMABLE LIQUID POISON - LOOSEPACK (FLP) CH384539	17	55CF	17.000	55CF	244.0000	\$4,148.00
008745638FLE 4	DISPSL / LPTN	FLAMMABLE SOLID CH384518	2	FBIN	2.000	FBIN	393.0000	\$786.00
008745638FLE 6	DISPSL / LCCRO	Labpack Oxidizers For Incineration LCCRO	1	05DF	1.000	05DF	114.0000	\$114.00
008745638FLE 9	DISPSL / LRCTO	Labpack Reactive Oxidizers For Incineration LRCTO	1	05DF	1.000	05DF	136.0000	\$136.00
008745638FLE 10	DISPSL / LCCRC	POISON SOLIDS - LOOSEPACK (PS) CH384536	2	FBIN	2.000	FBIN	854.0000	\$1,708.00
008745638FLE 11	DISPSL / LCCRA	Labpack Acid & Acid Compatibles For Incineration LCCRA	1	30DF	1.000	30DF	192.0000	\$192.00
008745638FLE 12	DISPSL / LCCRB	Labpack Basic & Basic Compatibles For Incineration LCCRB	2	30DF	2.000	30DF	192.0000	\$384.00
008745638FLE 14	DISPSL / LCCRC	Labpack Organics For Incineration LCCRC	1	05DF	1.000	05DF	114.0000	\$114.00
008745638FLE 16	DISPSL / LCHG2	Labpack Elemental Mercury for Retort LCHG2	1	05DF	1.000	05DF	192.0000	\$192.00
008745638FLE 17	DISPSL / LCCRB	Labpack Basic & Basic Compatibles For Incineration LCCRB	1	16DF	1.000	16DF	160.0000	\$160.00
008745638FLE 19	DISPSL / LCCRO	Labpack Oxidizers For Incineration LCCRO	1	05DF	1.000	05DF	114.0000	\$114.00
008745638FLE 20	DISPSL / LCCRB	Labpack Basic & Basic Compatibles For Incineration LCCRB	1	05DF	1.000	05DF	114.0000	\$114.00



INVOICE
Invoice No 1001113993

TASK 1502782456-002 - Disposal

Manifest Info	Item ID	Description	Manifest Qty	Manifest UOM	Billing Qty	Billing UOM	Unit Price	Amount
008745638FLE 21	DISPSL / LCCRD	FLAMMABLE LIQUID POISON - LOOSEPACK (FLP) CH384539	1	55DM	1.000	55DM	244.0000	\$244.00
008745632FLE 1	DISPSL / CAXI	FUSEES CH460592	4	16DF	4.000	16DF	272.0000	\$1,088.00
008745632FLE 2	DISPSL / LCHSL	PCB LIGHT BALLAST CH384548	1	05DF	1.000	05DF	104.0000	\$104.00
008745632FLE 3	DISPSL / CAXI	FUSEES CH460592	3	05DM	3.000	05DM	136.0000	\$408.00
SUBTOTAL								\$11,314.00
TAX								\$0.00
TASK TOTAL								\$11,314.00

TASK 1502782456-003 - Onsite Labor

Item ID	Description	Fixed Price Amount	Percent Complete	Billable Amount
26 Sep 2015				
FIXD	Onsite Labor	6,432.0000	100%	\$6,432.00
SUBTOTAL				\$6,432.00
TAX				\$0.00
TASK TOTAL				\$6,432.00

**DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
RESOLUTION NO. 2015-08**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE DEL NORTE SOLID WASTE MANAGEMENT
AUTHORITY ADOPTING REVISED DEL NORTE SOLID
WASTE MANAGEMENT AUTHORITY CODE OF ETHICS AND
CONDUCT FOR BOARD COMMISSIONERS AND MEMBERS
APPOINTED TO COMMISSIONS AND COMMITTEES**

WHEREAS, the Del Norte Solid Waste Management Authority has been created by a Joint Powers Agreement executed by the City of Crescent City and the County of Del Norte; and

WHEREAS, the Governing Board of Commissioners is empowered to make rules and procedural regulations; and

WHEREAS, California Voters adopted the Political Reform Act of 1974 which formed the California Political Fair Practices Commission, and in 1990 enacted the Ethics in Government Act and the Postgovernment Employment Restrictions Act and these laws create reporting and training obligations on local elected and appointed officials; and

WHEREAS, the Board of Commissioners first adopted the Authority's Code of Ethics and Conduct in June 2006 in part to underscore the requirement that Authority Commissioners and management staff take the on-line Ethics training required under AB 1234 enacted in 2005; and

WHEREAS, in June 2015 the 2014 / 2015 Del Norte County Grand Jury report made specific recommendations that the Authority Board of Commissioners make changes to the Authority's Code of Ethics and Conduct; and

WHEREAS, in July 2015 the Authority Board of Commissioners appointed a sub-committee to review and suggest revisions to the Authority Code of Ethics and Conduct.

NOW THEREFORE BE IT RESOLVED that the Governing Board of Commissioners of the Del Norte Solid Waste Management Authority does hereby adopt the "**Revised Del Norte Solid Waste Management Authority Code of Ethics and Conduct for Commissioners and Members Appointed to Commissions and Committees**" attached to this resolution and incorporated herein by this reference.

PASSED AND ADOPTED by the Board of Commissioners of the Del Norte Solid Waste Management Authority this 20th day of October, 2015.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Rick Holley, Chair
Del Norte Solid Waste Management Authority

Katherine Brewer, Clerk of the Board
Del Norte Solid Waste Management Authority

6.1

Revised Del Norte Solid Waste Management Authority Code of Ethics And Conduct for Board Commissioners And Members Appointed To Commissions and Committees

Statement of Purpose:

The Board of Commissioners for the Del Norte Solid Waste Management Authority desires the highest level of ethical conduct for the members of the Board of Commissioners and members of appointed commissions and committees and the alternates of each body. The residents and businesses of the City of Crescent City and County of Del Norte are entitled to fair and accountable local government and to be represented by public officials who act in an ethical manner. The Del Norte Solid Waste Management Authority's strong desire to fulfill this mission therefore requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public officials be independent, impartial and fair in their judgment and actions;
- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Board of Commissioners of the Del Norte Solid Waste Management Authority has adopted this Code of Ethics and Conduct (Code of Ethics) for elected officials and members of appointed commissions and committees to assure public confidence in the integrity of local government and its effective and fair operation. It is intended that this Code of Ethics apply to the designated public officials and candidates for the Board of Commissioners; members of the public seeking appointment to commissions and committees are strongly encouraged to endorse and comply with the provisions of this Code of Ethics. Board of Commissioners members and members of appointed commissions and committees and their alternates are referred to generally as "Public Officials" in this Code of Ethics.

This Code addresses selective aspects of the governance of the Authority and supplements, but does not supplant, other laws and rules that prescribe the legal responsibilities of Public Officials. Those include, among others, the California Constitution, various provisions of the California Government Code (including the Brown Act and the Political Reform Act) and Labor Code, federal laws prohibiting discrimination and harassment, and the provisions of the Authority's own Ordinances and Resolutions. Elected and appointed officials should be familiar with these laws to assure that they exercise their responsibilities properly. In addition, the Authority's General Counsel is available to respond to questions

about these matters.

It is not possible for a code of this kind to anticipate and provide a rule of conduct for all situations. At bottom, it is expected that officials will manage their behavior in a manner consistent with the rules that follow, respect the chain of command and behave within the bounds of their authority. It is also expected that officials will treat each other, Authority employees, and the residents and business-people within Del Norte County with courtesy and respect in a manner that reflects well on the Authority.

1. Act in the Public Interest

Recognizing that the public interest must be their primary concern, Public Officials will work for the common good of the people of the Del Norte Solid Waste Management Authority and not for any private or personal interest. They will assure fair and equal treatment of all persons, businesses and interests coming before the Del Norte Solid Waste Management Authority Board of Commissioners, commissions, and committees. The professional and personal conduct of Public Officials must be above reproach and avoid even the appearance of impropriety. Commissioners are obliged to not independently discuss or explore courses of action with Authority contractors that are likely to directly or indirectly undermine the viability of the Del Norte Solid Waste Management Authority, unless such discussions have been addressed as an agenda item of discussion at a regular public Authority Board meeting and such independent Commissioner discussion is consistent with all prior actions of the Authority Board of Commissioners.

2. Comply with the Law

Public Officials shall comply with the laws of the nation, the State of California, and the Del Norte Solid Waste Management Authority in the performance of their public duties. These laws include, but are not limited to: the Constitutions of the United States and California; laws pertaining to conflicts of interest, financial disclosures, employer responsibilities, open processes of government, confidentiality of closed session information; and the Del Norte Solid Waste Management Authority Joint Powers Agreement, Bylaws, Ordinances and Resolutions.

3. Respect for Process

Public Officials shall perform their duties in accordance with the processes and rules of order established by the Board of Commissioners, commissions, and committees governing the deliberation of public policy issues, meaningful

involvement of the public, and implementation of policy decisions of the Board of Commissioners by Authority staff.

4. Decisions Based on Merit

Public Officials shall base their decisions on the merits and substance of the matter at hand. Public Officials shall prepare themselves for public issues, review relevant staff reports and printed materials as presented, listen courteously and attentively to all public discussions before the body, and focus on the business at hand.

5. Communication

Public Officials shall share substantive information that is relevant to a matter under consideration by the Board of Commissioners, commissions, and committees which they may have received from sources outside the public decision-making process. Public Officials shall avoid improper ex parte communications with parties when the official is sitting in a quasi-judicial role. Meetings between Authority Commissioners and representatives of Authority contractors are ex parte communications and discouraged unless such direction has been given by the Board. Any such meetings should be disclosed to the other Commissioners at the start of the next regular Authority meeting.

Whenever an official is representing the Authority, in or out-of-town, the Public Official is "on-duty" and should behave in a manner that will reflect well on the Authority. When out-of-town or at social events there is a temptation to behave more informally than one might at headquarters, which can lead to awkward or embarrassing situations, and in extreme cases to improper or illegal behavior.

Public Officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board of Commissioners, commissions and committees, the staff or public. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings. This provision is not intended to limit the right of a Public Official to comment on the manner in which the business of the Authority is being conducted, but personnel matters related to Authority employees should be addressed to the Authority's Director consistent with his/her responsibilities and recognizes that the board's meeting is a business meeting as well as a public forum.

6. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, public officials shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship which may give the appearance of a conflict of interest. Public Officials shall comply with state law, the Joint Powers Agreement and the Authority's Ordinances regarding disclosure and avoidance of conflicts of interest.

7. Gifts and Favors

Public Officials shall comply with the requirements of the Political Reform Act relating to the acceptance and reporting of gifts.

8. Confidential Information

Public Officials shall not use or disclose information obtained through Authority service for improper purposes. Public Officials often acquire information in performing their duties that is not generally available to the public, including information received in closed sessions. Sometimes this information is confidential or highly sensitive. Information that is not generally available to the public, including discussions held during Closed Sessions, must remain confidential and be used only for the purposes for which it was divulged. Public Officials shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal interests.

9. Use of Public Resources

Public Officials shall not use public resources not available to the public in general, such as Authority staff time, equipment, supplies or facilities, for private gain or personal purposes. Public Officials shall not utilize the Authority's name or logo for the purpose of endorsing any political candidate or business.

10. Political Contributions

A member or candidate for Board of Commissioners shall not solicit contributions or endorsements from the Authority's employees. This provision is not intended to interfere with an employee's right to endorse or contribute on his/her own or to prohibit soliciting contributions or endorsements from employee bargaining units.

11. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of Board of Commissioners shall not appear on behalf of the private interests of third parties before the Board of Commissioners or any board, commission, committee, or proceeding of the Authority, nor shall members of commissions or committees appear before their own bodies or before the Board of Commissioners on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

12. Advocacy

Public Officials shall represent the official policies or positions of the Board of Commissioners or committee to the best of their ability when designated as delegates for this purpose. Public Officials occasionally speak before other public bodies, neighborhood groups or to the press. When doing so, they should always make it clear whether they are presenting their own point of view or whether they have been authorized by the body of which they are a member to present a particular view. They should be clear in all oral and written utterances whether they are using their title for identification purposes or because they are speaking in an official capacity. The actions and recommendations of subsidiary bodies are presented to the Board of Commissioners as part of the staff report, and often memorialized in a resolution. If a subsidiary body feels it necessary to supplement these written transmittals, it should expressly authorize one of its members to speak on its behalf.

Authority letterhead must be used with care to avoid misunderstandings. Letterhead may be used to communicate official Authority policy or actions. It is also routinely used by Commissioners to respond to inquiries or communicate their individual opinions, in which event the author should be clear about whose view is being presented.

13. Policy Role of Members

Public Officials shall respect and adhere to the commission-manager structure of the Del Norte Solid Waste Management Authority as outlined in the Authority's policies and procedures and follow the Del Norte Solid Waste Management Authority's Joint Powers Agreement and its ordinances with respect to the Authority's Director's relationship with the Board of Commissioners. In this structure, the Board of Commissioners determines the policies of the Authority with the advice, information and analysis provided by the public, commissions and committees, and Authority staff. Except as provided by the Joint Powers Agreement or ordinance, Public Officials shall not interfere with the administrative functions of the Authority or the professional duties of Authority

staff; nor shall they impair the ability of staff to implement board policy decisions.

14. Positive Work Place Environment

Consistent with the Del Norte Solid Waste Management Authority's Core Values, Public Officials shall support the maintenance of a positive and constructive work place environment for Authority employees and for residents and businesses dealing with the Authority. Public Officials shall recognize their special role in dealings with Authority employees and refrain from creating the perception of inappropriate direction to staff.

15. Harassment and Discrimination

Public Officials shall not engage in any form of harassment or unlawful discrimination. The Del Norte Solid Waste Management Authority is committed to providing an environment that is free from unlawful discrimination, including discrimination or harassment that is based on any legally protected status. The Authority will not tolerate any form of discrimination or harassment that violates this policy. This policy forbids any unwelcome conduct that is based on an individual's age, race, color, religion, sex, national origin, ancestry, marital status, sexual-orientation, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

16. Implementation of the Code of Ethics

The Del Norte Solid Waste Management Authority Code of Ethics expresses standards of ethical conduct expected for members of the Del Norte Solid Waste Management Authority Board of Commissioners, commissions and committees. Public Officials themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of commissions and committees, have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

Public Officials entering office shall acknowledge that they have read and understood the Del Norte Solid Waste Management Authority Code of Ethics. This Code of Ethics and Conduct shall be reviewed periodically by the Board of Commissioners, commissions, and committees.

17. Compliance and Enforcement

Complaints alleging a violation of this Code of Conduct by an Authority employee or voluntary appointee who is not a Commissioner should be directed to the Authority's Director. Upon receipt of a complaint, the Authority's Director and its General Legal Counsel shall together determine a course of action. The Authority's Director and its General Legal Counsel shall, should they fail to resolve the complaint or should the complaint be of a serious nature, consult with the Chair (unless the Chair is not available, in which event they shall consult with the Vice Chair or other Commissioner, in order of seniority, as is appropriate under the circumstances) in order to determine an appropriate course of action.

Complaints alleging a violation of this Code of Conduct by an Authority Commissioner should be directed to the Authority Chair, or Vice-Chair if the Chair is the subject of the complaint. The person receiving the complaint is to work with the Authority legal counsel to investigate the allegation and recommend a course of action to the Board.

The goal of enforcement of this Code of Ethics is corrective, rather than penal and a progressive approach of curing violations is encouraged beginning with informal methods and proceeding to more formal methods, as necessary and appropriate, given the circumstances and allegations of the complaint. In appropriate circumstances, informal counseling and instruction shall be utilized to address issues before recommending sanctions. Depending on the severity of the violation, sanctions may be imposed including reprimand, formal censure, referral back to the agency appointing the member with a recommendation for removal from the appointment, loss of committee assignments, exclusion from closed sessions, travel or expense reimbursement restrictions, loss of staff support or use of Authority resources, referral to the Grand Jury or other penalties as may be applicable to the circumstances. The Board of Commissioners also may remove members of commissions and committees from office.

Prior to any sanction being taken against a Public Official, the official shall receive notice of the alleged violation and the proposed sanction. Before a sanction is imposed, the Public Official charged may request a public hearing before the Board of Commissioners and, in such case, a sanction shall not be imposed except upon a majority vote of the Board of Commissioners. The Public Official whose conduct is under scrutiny shall be disqualified from voting upon whether or not sanctions should be imposed. A public hearing need not comply with the formal rules of evidence, but shall afford the Public Official an opportunity to be heard on the proposed sanction.

18. Statement of Commitment

As a member or alternate of the Board of Commissioners of the Del Norte Solid Waste Management Authority or of an Authority board, commission, or committee, I understand and agree to uphold the Code of Ethics and Conduct for elected and appointed officials adopted by the Board of Commissioners. In recognition of this standard I will conduct myself by the following model of behavior:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, Authority staff and the public are free to express their ideas and work to their full potential.
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Del Norte Solid Waste Management Authority;
- Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and that I understand, accept and support the Del Norte Solid Waste Management Authority Code of Ethics and Conduct.

Board, Commission, Committee

Position

Signature

Date



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

www.recycledelnorte.ca.gov

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

Staff Report

Date: 15 October 2015
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. – Director *Tedd*
File Number: 200101 – Del Norte Solid Waste Task Force
Attachments: Del Norte Solid Waste Task Force Draft Code of Ethics & Conduct Task Force By-Laws (adopted September 2014)
Task Force Code of Conduct (adopted January 2004)

Topic: Code of Ethics and Conduct recommended for the Del Norte Solid Waste Task Force

Summary / Recommendation: That the Board take each of the following actions:

1. After review and possible revision of the attached Draft Code of Ethics and Conduct, vote to submit and recommend that this draft be adopted by the Del Norte Solid Waste Task Force.
2. If the Task Force does not adopt the Code of Ethics and Conduct or some similar policy, the Authority Board vote to request that the Task Force describe what actions they intend to take to address the concerns raised in the 2014/2015 Del Norte County Grand Jury Report relating to the Solid Waste Task Force and the behavior of its members, and when that process would be completed.

Background: At the September Authority meeting, staff reviewed a revised version the Code of Ethics and Conduct for the Authority Board of Commissioners. That Code of Ethics and Conduct and the adopting Resolution 2015-08 are included on this agenda under item 6.1. That item was tabled due to concerns that the Code of Ethics and Conduct might not be appropriate for the members of the Del Norte Solid Waste Task Force. Specifically, the Task Force membership currently and historically has included representatives from Authority's contractors. The potential burden of ex

parte disclosures associated with any communications between representatives of HambroWSG and Recology Del Norte (as would be required under the Commissioner's Code of Ethics and Conduct) was viewed as unnecessarily cumbersome, especially considering that the Task Force is an advisory body.

Analysis: Based on the content of the Grand Jury Report and the discussion at the September Authority meeting, the Ethics and Bylaws Committee did not support asking the Task Force members to adopt and follow the Authority's Code of Ethics and Conduct. Similarly, the Task Force's adopted Bylaws and Code of Conduct were not sufficiently detailed to address the issues identified in the Grand Jury Report.

As the 2014/2015 Del Norte Grand Jury Report specifically identified concerns relating to the Del Norte Solid Waste Task Force, the Bylaws and Ethics Committee considered and incorporated the Task Force's current Code of Conduct, and modified applicable provisions from the Commissioner's Code of Ethics and Conduct to clarify the role of the Task Force and describe appropriate behavior expectations. Staff's intent was to craft a policy that if adopted and implemented, would address the issues identified by the Grand Jury.

As the Del Norte Solid Waste Task Force is established as a separate entity by legislation and regulations, the Solid Waste Task Force is responsible for adopting their own rules of conduct (if any). Authority Legal Counsel Martha Rice has clarified that the Authority Board cannot adopt Codes of Conduct on behalf of the Task Force.

The Authority's Ethics and Bylaws Committee met on 14 October 2015 and reviewed and revised the attached draft Code of Ethics and Conduct for consideration by the Task Force.

Alternatives: The Authority Board can only make suggestions and requests of the Del Norte Solid Waste Task Force. While the Board may modify the draft Task Force Code of Ethics and Conduct, the only practical options for addressing the issues raised in the Grand Jury report are to suggest a mechanism for the Task Force to address those concerns, or to specifically request that the Task Force do so on their own.

Fiscal Impacts: None.

DEL NORTE SOLID WASTE TASK FORCE

DRAFT CODE OF ETHICS & CONDUCT

This revision was drafted in October 2015, under the guidance of the

Del Norte Solid Waste Management Authority's Ethics and Bylaws Committee

Adopted by the Del Norte Solid Waste Task Force on this date: _____

Statement of Purpose:

As the Del Norte Solid Waste Task Force (Task Force) is primarily an advisory body to the Del Norte Solid Waste Management Authority (Authority). The Authority Board of Commissioners intends that this Code of Ethics and Conduct establish mutually understood guidelines of Ethics and Conduct for members serving on the Del Norte Solid Waste Task Force. Specifically:

- The Del Norte Solid Waste Task Force is primarily an advisory body, and their actions and advice should be given in a way that improves and enhances the programs and policies of the Del Norte Solid Waste Management Authority for the benefit of the residents, businesses and agencies of Del Norte County
- Members of the Task Force serve for the public good, not private benefit or personal gain
- Public deliberations and processes be conducted openly in an atmosphere of respect and civility

Understanding of the Role and Limits of the Del Norte Solid Waste Task Force

The Del Norte Solid Waste Task Force can provide a forum to explore and discuss alternative solid waste, recycling, and composting plans, programs, and policies in ways that are not practical or too time consuming for meetings of the Del Norte Solid Waste Management Authority. During such meetings, each member of the Del Norte Solid Waste Task Force is expected to familiarize themselves with any and all relevant policy positions adopted by the Authority Board, and the process under which those policies were developed.

Ad Hoc or standing subcommittees established by the Del Norte Solid Waste Task Force may be established by actions recorded in the adopted minutes of the Task Force, and all subcommittee meetings are to be reported at the next Solid Waste Task Force meeting. When establishing ad hoc committees, the minutes recording the creation of each ad hoc committee will describe the date or conditions under which such ad hoc committee will be disbanded.

Conduct during Del Norte Solid Waste Task Force meetings

During meetings, each member of the Del Norte Solid Waste Task Force is expected to:

1. Turn cell phones off. If necessary, take calls outside of the meeting.

2. Be prepared and on time for the start of the meeting. Stay for the entire length of the meeting if possible. Be timely when returning from breaks. If you must leave mention it at the beginning of the meeting.
3. If you must be absent from a meeting, notify the Chair or staff in advance.
4. Raise your hand to be recognized by the Chair. Question what you don't understand.
5. Actively participate, without side conversations. Be respectful of other task force members, staff and members of the public. Stick to the issue being addressed, as clearly as possible.
6. In absence of decorum the Chair will intervene.
7. When voting, silence on a vote is considered agreement with the majority.

Respect for Process

The Task Force will address its responsibilities for review and comment regarding the Authority's Regional Agency Integrated Waste Management Plan and associated programs as described in California Public Resources Code commencing with section 40950. The Task Force may also investigate and discuss specific matters related to waste prevention, reuse, recycling, composting, extended producer responsibility, recycling market development, and public outreach and education programs in Del Norte County, including programs provided by Authority contractors. Unless requested to do so by the Authority Board, the Task Force will not provide assessments or recommendations regarding the Authority's budget or staffing.

The Chair of the Task Force, or a person designated by the Task Force Chair, may summarize the issues being discussed, deliberations and/or actions of the Task Force at one or more Authority Board meetings. All summaries of the actions and/or opinions of the Task Force must be consistent with the relevant Task Force meeting minutes. Following such summary reports, the Authority Board may provide additional direction to the Task Force.

If the Del Norte Solid Waste Task Force intends to consider advice or advocacy which could contradict or undermine adopted Authority policies, procedures, or programs, the Chair of the Task Force will present Findings of Fact and a Statement of Intent adopted by a majority of the Task Force to the Authority Board providing justification by identifying potential benefits to the Del Norte community and/or environment. Task Force recommendations for Authority changes to policies or programs will directly relate to the relevant Findings of Fact and Statement of Intent. The Authority Board has discretion to act or not act on the advice provided by the Task Force.

Task Force assessments or advice regarding DNSWMA programs will be presented in writing to the Authority Board prior to any presentations or discussion with any other community group, State, County or City agency, or joint powers authority.

Potential Conflicts of Interest, Representation of Private Interests, and Advocacy

Authority contractor representatives who serve as Task Force members will refrain from using the Task Force meetings to initiate discussion regarding potential changes to any contractor's service agreements with the Authority, unless such changes have already been discussed as an agenda item at an Authority meeting.

If a Task Force member is selected to serve as an Authority Commissioner, that person will immediately forfeit their appointment as a Task Force member. The Chair of the Authority Board may from time-to-time appoint one Commissioner as a non-voting liaison to the Task Force.

Representatives or employees of Authority contractors or potential contractors who serve as Task Force members will refrain from suggesting Task Force agenda items relating to the service agreements of any Authority contractor unless such issues have first been discussed with Authority staff or addressed at a regular Authority Board meeting.

If any Task Force member could potentially benefit financially from the advices of the Task Force, that member will recuse themselves from discussion of that item. Task Force members who are customers of Authority contractors do not need to recuse themselves from discussions of service standards of Authority contractors, but representatives of Authority contractors should not vote on any Task Force recommendations directly related to their current service agreements.

Conduct between meetings when representing actions of the Solid Waste Task Force

None of the above limitations prohibit any member of the Del Norte Solid Waste Task Force from exercising their individual right to free speech, but each Task Force member is obliged to clearly distinguish their opinions from those adopted by the Task Force or the Authority Board.

Task Force members are also prohibited from having serial meetings with a majority of Task Force members. In other words, no Task Force member may discuss any issue that may be addressed by the Task Force with a majority of the Task Force membership unless such discussion occurs as an agenda item at a Task Force meeting.

Implementation of this Code of Ethics and Conduct

This Del Norte Solid Waste Task Force Code of Ethics and Conduct expresses standards of ethical conduct expected for Task Force members. The Chair of the Task Force and the Authority Director have the additional responsibilities to intervene when actions of one or more Task Force members, as reported to or observed by the Chair or the Director, appear to be in violation of this Code of Ethics and Conduct.

Task Force appointees entering office shall sign an acknowledgement that they have read, understood, and will abide by the Del Norte Solid Waste Task Force Code of Ethics and Conduct.

Compliance & Enforcement

The goal of enforcement of this Code of Ethics is corrective, rather than penal and a progressive approach of curing violations is encouraged beginning with informal methods and proceeding to more formal methods, as necessary and appropriate, given the circumstances and allegations of the complaint. In appropriate circumstances, informal counseling and instruction shall be utilized to address issues before recommending sanctions. Depending on the severity of the violation, sanctions may be imposed including reprimand, formal censure, referral back to the Board of Supervisors or City Council

which appointed the member with a recommendation for removal from the appointment, loss of committee assignments, or other penalties as may be applicable to the circumstances. The Board of Commissioners also may vote to recommend the removal of Task Force members and refer matters of conduct and ethics to the appointing body.

Statement of Commitment

As a member or alternate of the Del Norte Solid Waste Task Force, I understand and agree to uphold this Code of Ethics and Conduct as adopted by the Authority's Board of Commissioners. In recognition of this standard I will conduct myself by the following model of behavior:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, Authority staff and the public are free to express their ideas and work to their full potential.
- Recognize that the Task Force is an advisory body to the Del Norte Solid Waste Management Authority and as such my conduct as a Task Force member is expected to support improvements to the Authority, its policies and its programs for the benefit of Crescent City's and Del Norte's residents, businesses, agencies, and tourists;
- If there is a potential perceived conflict of interest between my role as a Task Force member and my employment, affiliation, or properties, I will recuse myself from such discussions or voting on such issues;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is dishonest, divisive or harmful to the best interests of the Del Norte Solid Waste Task Force or the Del Norte Solid Waste Management Authority;
- Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and that I understand, accept and support, and will abide by the Del Norte Solid Waste Task Force Code of Ethics and Conduct.

Print Name

Signature

Date

DEL NORTE COUNTY SOLID WASTE TASK FORCE By-Laws

NAME: The name of this organization shall be the
Del Norte County Solid Waste Task Force
(and also referred to as the 'Local Task Force' or LTF)

PURPOSE: The LTF will do all of the following:

1. Identify solid waste management issued of countywide or regional concern.
2. Determine the need for solid waste collection and transfer systems, processing facilities, and marketing strategies that can serve more than one jurisdiction in the region.
3. Facilitate multi-jurisdictional arrangements for marketing recyclable materials.
4. Facilitate resolution of conflicts and inconsistencies between City and County Source Reduction and Recycling Elements (SRREs).

The LTF will develop goals, policies and procedures consistent with the state mandate to maximize waste prevention, recycling and composting, and provide environmentally safe incineration or landfilling of wastes which cannot be prevented, recycled or composted. Through these goals, policies and procedures, the LTF guides the development of the Siting Element of the Countywide Integrated waste Management plan.

The LTF will review and comment on the Nondisposal Facility Element. Comments by the LTF shall include an assessment of the regional impacts of the facility on potential diversion (i.e. waste prevention, recycling or composting) within the community.

MEMBERSHIP: May include representatives of the solid waste industry, environmental organizations, the general public, special districts and affected governmental agencies, who must be appointed by a majority vote of the Board of Supervisors and approved by the City Council. LTF members shall serve at the pleasure of the Board of Supervisors.

OFFICERS: Shall consist of a Chairperson and a Vice Chairperson, with each officer serving for a period of one year, unless they are re-elected.

SECRETARY: At the same meeting that elects Officers, the Chairperson of the Local Task Force will appoint a secretary to the LTF who is familiar with the Brown Act, Rosenberg's Rules of Order and other relevant meeting procedures. The person appointed to serve as LTF Secretary may be a staffperson of the Del Norte Solid Waste Management Authority

or a member of the Del Norte County Solid Waste Task Force.
Appointment of the Secretary must be ratified by a majority vote of the LTF.

ATTENDANCE: Attendance at all LTF meetings is mandatory for all appointed members. A member who misses three consecutive meetings without having notified Authority staff or the Chairperson will be dropped from membership. If a member misses six meetings in a year, such a member may be dropped from membership by a majority vote of the Task Force. Meeting minutes will reflect if absent members were excused or not.

MEETINGS: Rosenberg's Rules of Order shall govern the conduct of each meeting.

QUORUM: A quorum at each meeting is attained by the attendance of one-half the membership, plus one.

DISSOLUTION & FORMATION: The LTF shall be dissolved and reconvened on March 1, 2000 and each five years thereafter in accordance with PRC Section 40950(a), as amended.

Respectfully submitted for consideration of the Del Norte County Board of Supervisors.

Adopted by the Del Norte County Solid Waste Task Force on September 8th, 2014.

AYE: Nunn, Black, Wallen, Miles, Dickey, Wilson, Larson
NO: None.
ABSTAIN: None.
ABSENT: Cass

Tedd Ward, M.S.
Secretary, Del Norte County Solid Waste Task Force
Acting Director / Program Manager
Del Norte Solid Waste Management Authority

Approved by the Del Norte County Board of Supervisors on November __, 2014.

AYE:
NO:
ABSTAIN:
ABSENT:

DEL NORTE SOLID WASTE TASK FORCE

CODE OF CONDUCT

Unanimously adopted January 13, 2004

1. Be prepared and on time for the start of the meeting.
2. Stay for the entire length of the meeting if possible. If you must leave mention it at the beginning of the meeting.
3. Be timely when returning from breaks.
4. Raise your hand to be recognized by the Chair.
5. Be respectful of each other.
6. No side conversations.
7. Turn cell phones off. If necessary, take calls outside of the meeting.
8. Actively participate. If you must be absent notify the Chair or staff in advance.
9. A member absent from two (2) meetings without notice will be asked to step down.
10. Silence on a vote is considered agreement with the majority.
11. Stick to the issue being addressed, as clearly as possible.
12. Question what you don't understand.
13. In absence of decorum the Chair will intervene.

To: Richard Holley, Chair
Tedd Ward, Executive Director
Members, Del Norte Solid Waste Management Authority
From: Angela Glore
Date: 10/5/2105
Re: Resignation from DNSWMA

I was recently offered and have accepted a new position as Executive Director of the First 5 Children and Families Commission for Del Norte County. I will begin in November. During the hiring process, members of the First 5 Commission expressed concern that, as a county employee, my participation as the public representative to Del Norte Solid Waste Management Authority might be perceived as a conflict of interest. They therefore requested that I resign my seat on DNSWMA before my start date as Executive Director.

In the interest of avoiding any potential conflict of interest, I have agreed to resign from the DNSWMA. My resignation will be effective as of our meeting on October 20th, 2015, when this letter will be on the agenda. I will participate in the meeting up to that agenda item.

It has been a pleasure and a privilege to serve as the Public Representative to the DNSWMA. I am proud of what we have accomplished together over the past several months to move the DNSWMA's work forward and hope to see further progress in the upcoming year.

Thank you all for welcoming me to the board and helping me learn the valuable work of the DNSWMA.

Sincerely,

Angela Glore



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

www.recycledelnorte.ca.gov

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

Staff Report

Date: 15 October 2015
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. – Director *Tedd*
File Number: 031501 – Authority Commissioners
Attachments: Application form for possible appointment as Public Commissioner
Resolution 2014-04 establishing the Standard Term for the Public Commissioner

Topic: Process for selecting a new Public Commissioner for the Board of the Del Norte Solid Waste Management Authority

Summary / Recommendation: That the Board take each of the following actions:

1. Direct staff to publish notices soliciting additional applications from persons interested in possible appointment as the Public Commissioner, with a submittal deadline of 5 PM on 06 November 2015.
2. Direct staff to call each of the prior 2015 applicants to notify them that the Authority Board is again soliciting applicants for this appointment. Each previous applicant would be offered the following options:
 - a. Have their previous application included as an application for this upcoming Public Commissioner appointment without revision.
 - b. Submit an updated application before the submittal deadline, or
 - c. Decline to be considered for appointment as Public Commissioner at this time.
3. Set the date for considering applications and interviews for appointment as Public Commissioner to be at a special meeting on Tuesday November 10 at 3:30 PM, and
4. Set the term of the appointment of the next Public Commissioner to expire immediately after the April 2017 regular Authority Board meeting.

Background: Dr. Angela Glore was appointed to the Authority Board in April 2015, and on 05 October 2015 she submitted her letter of resignation effective this month. Under Resolution 2014-04, at this meeting the Board of Commissioners is to consider whether to appoint one of the most recent applicants for the Public Commissioner position or to solicit new applications for

this position.

The other previous applicants in March 2015 included: Patricia Black, Sandy Blakely, Alexander Fallman, James Ramsey, Sally Roy, Brian Stone, Dale Watson, and Mary Wilson. Craig Strong also submitted an application for this position to the Del Norte County Board of Supervisors' office, but that application was not forwarded to the Authority staff prior to that selection process. Sandy Blakely, James Ramsey and Sally Roy withdrew their applications before the Authority Board conducted interviews.

Analysis: Staff recommend soliciting for additional applications for the Public Commissioner appointment, though the application period would be brief. The primary reason for this recommendation is to provide the widest array of potential appointees.

To provide more information for the Board's consideration, staff intend on calling prior applicants before the Board meeting to assess the number and identities of applicants who are still interested in possible appointment as Public Commissioner.

As those prior applicants have participated in an interview process, and their responses are available for viewing online, the Board may want to direct staff to work with the Chair to modify the interview questions or process.

Resolution 2014-04 specifies that the standard term for the Public Commissioner is 24 months. If Dr. Glore were to complete her term, her appointment as Commissioner would expire after the April 2017 Authority meeting. Setting the date when this Public Commissioner's appointment expires would help clarify any confusion. Also, considering that the City and County appointments are generally completed by February each year, having the Public Commissioner appointment occur shortly thereafter would be more consistent with the terms of the elected Commissioners.

Alternatives: 1. **The Board could appoint the Public Commissioner from the applications submitted in March 2015.** If the Board chooses this course of action, the Board should also decide if Mr. Strong's application should be considered.

2. **The Board could include the interview and selection process as an item on the agenda for the regular Authority Board meeting on 17 November 2015.** Staff recommend a special meeting for the public member interview and selection process as this activity has taken more than an hour during the last two occasions the Board appointed a Public Member was appointed.

3. **The Board could set the term of the Public Member to expire after the meeting in November 2017.**

Fiscal Impacts: None.

Related Issues: The appointed Public Commissioner must be approved annually by both the Crescent City Council and the Del Norte County Board of Supervisors.



APPLICATION FOR APPOINTMENT AS
PUBLIC COMMISSIONER
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY

PLEASE SEND THIS COMPLETED APPLICATION BEFORE 5 P.M. NOVEMBER 6, 2015 TO:
tedd@recycledelnorte.ca.gov

or
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
1700 STATE STREET
CRESCENT CITY, CA 95531
707 465 1100

NAME OF APPLICANT: _____
First Last

ADDRESS: _____

WORK PHONE: _____ HOME PHONE: _____

1. Background experience and interests. Please indicate past volunteer or paid involvement with community, civic, or social groups that pertain to this position. Resumes may be attached to this application:

2. Current Employment: _____

3. Employment experience pertinent to this position (please feel free to attach a resume):

4. Education. Indicate the highest grade level achieved and any schooling that may be pertinent to this position, including any certificates or specialized training:

5. Why are you interested in this position? Please indicate the number of hours per month/week that you can commit to this position:

6. Regular meetings of the Del Norte Solid Waste Management Authority are scheduled for the third Tuesday of each month starting at 3:30 PM. Could you attend monthly meetings at that time? _____

Applicant Signature

Date

**A RESOLUTION OF THE GOVERNING BOARD OF THE
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY
COUNTY OF DEL NORTE
CITY OF CRESCENT CITY
STATE OF CALIFORNIA**

RESOLUTION NO. 2014-04

**A RESOLUTION ESTABLISHING THE STANDARD TERM
FOR THE PUBLIC COMMISSIONER**

WHEREAS, section 3 of the First Amended Joint Powers Agreement (JPA Agreement) between the City of Crescent City and the County of Del Norte Creating the Del Norte Solid Waste Management Authority adopted in 2012 established that the Board of Commissioners of the Del Norte Solid Waste Management Authority will include two Commissioners appointed by the Del Norte County Board of Supervisors, two Commissioners appointed by the Crescent City Council, and a fifth member, the 'Public Commissioner,' appointed by the other four appointed Commissioners; and

WHEREAS, section 3 of the JPA Agreement also requires that the appointed Public Commissioner be approved by the City Council and the Del Norte County Board of Supervisors on an annual basis; and

WHEREAS, the JPA Agreement does not set a standard term for the Public Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Del Norte Solid Waste Management Authority (DNSWMA) that:

1. The standard term of the Public Commissioner will be for a period of 24 calendar months.
2. Two months prior to the end of the Public Commissioner's term, the Authority Board shall direct staff to solicit applications from persons interested in being appointed as Public Commissioner.
3. Within two months of soliciting applications for the Public Commissioner position, the four appointed Commissioners must select and appoint the Public Commissioner.

4. Pursuant to the JPA Agreement, the Public Commissioner must be approved annually by both the Crescent City City Council and the Del Norte County Board of Supervisors.

5. If the continuation or appointment of the Public Commissioner is not approved by either the Crescent City City Council or the Del Norte County Board of Supervisors, the Public Commissioner will thereby be immediately removed from the Public Commissioner position.

6. If the Public Commissioner is removed or resigns, the four appointed Authority Commissioners will consider at the next regular Authority meeting whether to appoint one of the other most recent applicants for the Public Commissioner position or to solicit new applications for this position.

The foregoing resolution was passed and adopted by the Del Norte Solid Waste Management Authority on this 21st day of May, 2014.

AYES: Gittlin, Holley, Gauthreau, Sullivan, Wilson

NOES: None

ABSENT: None

Signed:


Roger Gittlin, Chair

Date: 5/21/14

ATTEST:


Mary Wilson

Clerk of the Del Norte Solid Waste Management Authority



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

www.recycledelnorte.ca.gov

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

Director's Report State of the Agency 2015

Date: 15 October 2015
To: Commissioners of the Del Norte Solid Waste Management Authority
From: Tedd Ward, M.S. – Director
Attachments: 2014/15 Work Plan
Period: July 2014 – June 2015
File Number: **231501 – Authority Work Plans**

State of the Agency Summary: The Del Norte Solid Waste Management Authority is addressing the backlog of deferred activities following over two years of being short-staffed.

This agency continues to administer all municipal regulatory responsibilities for reuse, recycling, composting, solid waste and household hazardous waste on behalf of Del Norte County and the City of Crescent City. These responsibilities include providing gate and accounting staff for the Del Norte County Transfer Station as well as small-volume transfer stations in Klamath and Gasquet, management of the closed Crescent City Landfill, oversight of the Collections Franchise with Recology Del Norte and the Transfer Station Operations agreement with Hambro/WSG, and related regulatory and permit responsibilities.

Status in June 2014: Board decisions during the prior fiscal year resulted in expenditures exceeding revenues by over \$16,000 according to County Auditor Clinton Schaad. At the start of the fiscal year, the Board was addressing the Options in the R3 Report, "Assessment of the Del Norte Solid Waste Management Authority." New stormwater monitoring requirements were anticipated to increase staff and monitoring expenses at both the Del Norte County Transfer Station as well as the Crescent City Landfill.

Major Accomplishments: In fiscal year 2014 / 2015, the Authority achieved the

7.1

following:

- Initiated the product stewardship program with Hambro/WSG and PaintCare, offering customers free daily recycling of all paints, stains and lacquers at the Del Norte County Transfer Station.
- Continued implementation of fiscal controls and late fees, substantially reducing the Authority's outstanding balances in accounts receivable.
- The Authority adopted its Mission Statement: **"The Authority's Mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law."**
- Implemented rate reductions for Recology Del Norte's collections customers and at all Authority facilities based on changes to the Consumer Price Index.
- Hired Tedd Ward as Authority Director, who had been serving as Acting Director since the retirement of the prior Director in July 2013.
- Filed a Notice of Exemption for stormwater monitoring at the Crescent City Landfill and received approval for a No Exposure Certification for stormwater management at the Del Norte County Transfer Station.
- Affirmed that Del Norte County is currently exempt from the Commercial Organics Recycling Law due to our rural character.

Unanticipated Challenges: During this period, the following additional unanticipated issues impacted the Authority's programs, policies, and activities:

- Recology Del Norte's General Manager Tommy Sparrow passed away.
- The 2014/2015 Del Norte County Grand Jury produced a very detailed special report focused on the Del Norte Solid Waste Management Authority.

Fiscal Management: Customer rates for disposal at all Authority facilities were the lowest charged at any similar facility in Humboldt or Curry Counties, public or private. Even so, cost controls built into the agreements with Recology Del Norte and Hambro/WSG enabled a modest rate reduction for this coming fiscal year.

Authority Account Clerk Lisa Babcock was promoted to Administrative Assistant and Refuse Site Attendant Katherine Brewer was hired as Account Clerk. Working with the Director, Authority Treasurer Rich Taylor and County staff, Ms. Babcock has implemented an updated charge account approval process and a series of fiscal controls. Three surprise cash counts by the County Auditor's office during this fiscal year each confirmed that our account records accurately reflect our account balances down to the penny. Expenditures did not exceed revenues for this fiscal year. At the end of the fiscal year, the Authority's account balances are over \$760,000 (not including the \$198,177 amount set aside for the final transfer station payment), though the exact amount is not determined until the audit for this fiscal year is completed.

While the Authority's actions reduced the expenses associated with stormwater monitoring and reporting, the continuing increases in landfill WDR permit fees offset

those savings.

Facilities Management:

At the Crescent City Landfill, maintenance activities included vegetation control, fence repair, well casing repair, and replacement of one well pump. The first additional monitoring data related to the WDR Fee appeal was collected from wells E-4 shallow and E-4 Deep.

At both the Klamath and Gasquet facilities, new steps were installed next to the gate sheds by County Building and Maintenance to improve safety, and a new crank system was installed by Recology Del Norte to improve safety and to inhibit after-hours vandalism and dumping.

At the Del Norte County Transfer Station, PaintCare paid for installation of fencing for storage of paint awaiting collection. The battery backup system for the scalehouse was repaired. A section of wall was replaced after it had been damaged by a vehicle, paid by the driver's insurance. Hambro/WSG repaired a section of pavement near the outbound scale. As in past years, the Authority hosted the Household Hazardous Waste collection event at the Del Norte County Transfer Station, which was free for County residents. Authority staff purchased equipment to enable pumping of commercial oil and crushing of oil filters, though those activities await approval of a Rate Ordinance.

Regulatory Compliance: Staff worked with the Solid Waste Task Force to complete the 5-year review required by CalRecycle, including Task Force comments, regarding the Regional Agency Integrated Waste Management Plan, which describes all reuse, recycling, composting, special waste, household hazardous waste, and education and outreach programs administered by the Authority. With a calculated recycling rate of nearly 58%, CalRecycle accepted the Authority's reports as being in compliance.

As the Authority remains short-staffed, many required reports were submitted after their due dates. At the Crescent City Landfill, staff worked with County Engineering staff to complete the Constituent of Concern monitoring, which is conducted every five years. The Authority continues its appeal of the Threat / Complexity rating of the Crescent City Landfill and the associated Waste Discharge Requirements fees.

The Authority also reviewed and adopted comprehensive responses to the 2014/2015 Del Norte County Grand Jury Report. Related actions included revision of the Authority's By-laws and Code of Ethics after the close of this fiscal year.

Outreach & Education: In addition to the information available at the Authority's website (www.recycledelnorte.ca.gov), Authority staff provided outreach at booths at the Del Norte County Fair, and the Youth and Family Fair. The Authority Board and Hambro/WSG also provided disposal support for Sea Cruise, as well as Beach and River cleanups. Other outreach activities included radio and newspaper ads, periodic backyard composting workshops, and providing a guest lecturer to the Environmental

Science class at College of the Redwoods. The Authority did not present Green Ribbon awards as in years past due to a lack of staff capacity.

Advocacy: Authority staff spearheaded efforts to encourage the California Department of Toxic Substances Control to enable more practical collection and legal management of expired projectile marine flares. During this fiscal year, the Authority did not pay dues or attend meetings of the Environmental Services JPA of the Regional Council of Rural Counties, and did not have staff capacity to advocate on issues potentially impacting this agency.

Upcoming Opportunities and Challenges: During the coming fiscal year, some of the known challenges or new programs that the Authority will need to address include:

- Negotiating an updated agreement with the Del Norte Solid Waste Management Authority Employee's Union, an affiliate of SEIU 1021.
- Establishing a mattress recycling program in coordination with the Mattress Recycling Council and Hambro/WSG.
- Working with the County Board of Supervisors to appoint a second Commissioner to the Authority Board, and obtaining approval for a Public Commissioner to replace Dr. Gore from the Board of Supervisors and Crescent City Council.
- Securing additional disposal capacity, as the Authority currently has less than the required 15 years of disposal capacity.
- Developing a strategy to fully fund Other Post-Employment Benefits (OPEB).
Note: this problem is common to most California municipal government agencies, and most agency OPEB liabilities far exceed those of the Authority.

Plans for Next Fiscal Year: Current plans for the coming fiscal year include these activities in addition to those described in the Work Plan:

- Hiring a Facilities and Programs Coordinator to begin addressing the backlog of activities that have been deferred since July 2013.
- Conducting an aerial survey of the Crescent City Landfill, which is required every 5 years.
- Working with Lawrence & Associates to continue and/or conclude the Authority's appeal the Threat/Complexity rating and WDR Fee associated with the Crescent City Landfill.
- Updating the Monitoring and Reporting program for the Crescent City Landfill.
- Investigating potential costs and construction parameters for repair of sections of the floor of the Del Norte County Transfer Station.

Solid Waste
Balance Sheet
August 31, 2015

Unaudited

ASSETS

422 010 00000	Cash Solid Waste	722,692.48
422 010 00300	Imprest Cash	3,500.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 01100	Accounts Receivable	33,173.75
422 010 03200	Land	493,000.00
422 010 03300	Transfer Station	3,266,990.64
422 010 03400	Equipment	158,443.55
422 010 03410	Buildings & Improvements	141,638.89
422 010 03440	Accum Depr Equipment	(157,499.00)
422 010 03450	Accum Depr Bldg & Improv	(100,380.00)
422 010 03460	Accum Depr Transfer Station	(837,202.00)
	Total Assets	<u><u>3,922,535.48</u></u>

LIABILITIES AND FUND EQUITY

422 010 05100	Accounts Payable	322.24
422 010 05210	Sublease Payable	2,829,198.50
422 010 05300	Compensated Absences Payable	33,798.29
422 010 05500	Post Closure Liability	2,113,745.25
422 010 05600	Net OPEB Obligation	197,137.00
422 010 07100	Fund Balance	(1,963,479.70)
422 010 09600	Investment in Capital Assets net of related debt	578,198.00
	Revenue	384,559.44
	Expenditure	(250,943.54)
	Total Liabilities and Fund Equity	<u><u>3,922,535.48</u></u>

7.2

Statement of Revenues and Expenditures

Printed on: 9/29/2015 9:50:26 AM

Fund: 422 Solid Waste
Dept: 421 Solid Waste

Statement of Month Ended: 8/31/2015

Line	Proj	Description	Month Actual	YTD Actual	YTD Budget	YTD Variance	% Exp
Revenues							
90153		Franchise Fees	19,500.00	19,500.00	242,000.00	-222,500.00	8.1
90300		Interest - Solid Waste	0.00	0.00	1,800.00	-1,800.00	0
90650	062	Oil Grant 15/16	0.00	0.00	15,000.00	-15,000.00	0
90650	079	DOC Grant 15/16	0.00	0.00	15,000.00	-15,000.00	0
91003		Gate Tipping Fees	156,637.00	233,731.28	1,800,000.00	-1,566,268.72	13.0
91004		Authority Service Fees	86,765.87	131,303.16	997,000.00	-865,696.84	13.2
91121		Misc Reimbursements	0.00	0.00	1,000.00	-1,000.00	0
91121	123	Bad Check Fee Reimb	0.00	25.00	100.00	-75.00	25.0
Total Revenues			262,902.87	384,559.44	3,071,900.00	-2,687,340.56	12.52
10010		Payroll	-15,921.50	-31,908.09	-291,772.00	259,863.91	10.9
10012		Overtime	-58.82	-58.82	-750.00	691.18	7.8
10015		Part-time/Temp	-3,046.64	-5,653.53	-18,000.00	12,346.47	31.4
10020		Retirement	-5,043.72	-10,039.26	-84,025.00	73,985.74	11.9
10030		Employee Benefits	-9,180.32	-18,356.55	-99,105.00	80,748.45	18.5
10033		Employee Life Insurance	-19.20	-38.40	-352.00	313.60	10.9
10035		Management Life Insurance	0.00	0.00	-501.00	501.00	0
10040		Worker's Compensation	-3,112.67	-6,225.34	-37,352.00	31,126.66	16.7
Total Salaries & Benefits			36,382.87	72,279.99	531,857.00	459,577.01	13.59
20121		Communications	-97.45	357.59	-2,750.00	2,392.41	13.0
20140		Household Expense	-354.72	-354.72	-4,475.00	4,120.28	7.9
20150		Insurance-Office	0.00	0.00	-3,600.00	3,600.00	0
20152		Vehicle Insurance	0.00	0.00	-3,525.00	3,525.00	0
20155		Liability Insurance	0.00	0.00	-2,345.00	2,345.00	0
20170		Maintenance-Equipment	0.00	0.00	-350.00	350.00	0
20171		Maintenance-Vehicles	0.00	0.00	-800.00	800.00	0
20175		Maintenance-Computers	0.00	0.00	-554.00	554.00	0
20180		Maint-Structures/Improvements & TS Maint	0.00	0.00	-700.00	700.00	0
20200		Memberships	-6,000.00	-6,000.00	-7,600.00	1,600.00	78.9
20221		Printing	-0.48	-0.54	-500.00	499.46	0.1
20221	061	Printing-Oil Grant 13/14	-93.28	-93.28	0.00	-93.28	0
20221	062	Printing-Oil Grant 15/16	0.00	0.00	-500.00	500.00	0
20221	079	Printing - DOC Grant 15/16	0.00	0.00	-3,000.00	3,000.00	0
20223		Postage	-35.00	-128.97	-1,400.00	1,271.03	9.2
20224		Office Supplies	-478.62	-478.62	-5,000.00	4,521.38	9.6
20227		Books/Subscriptions	0.00	0.00	-109.00	109.00	0
20230		Prof Serv-Co/City	-41.25	-77.00	-10,000.00	9,923.00	0.8
20231		Prof Serv	0.00	0.00	-20,400.00	20,400.00	0
20232		Prof Serv-Well Monitoring	0.00	0.00	-25,000.00	25,000.00	0
20232	002	Data Processing - Software	0.00	0.00	-500.00	500.00	0
20233		Audit	0.00	0.00	-9,500.00	9,500.00	0
20234		Legal Counsel	-873.60	-873.60	-13,000.00	12,126.40	6.7
20235		Treasurer	-980.00	-980.00	-5,000.00	4,020.00	19.6

Statement of Revenues and Expenditures

Printed on: 9/29/2015 9:50:26 AM

Fund: 422 Solid Waste
Dept: 421 Solid Waste

Statement of Month Ended: 8/31/2015

Line	Proj	Description	Month Actual	YTD Actual	YTD Budget	YTD Variance	% Exp
20236		Security	0.00	0.00	-500.00	500.00	0
20237		Credit Card Service Fees	-1,330.23	-2,516.20	-13,500.00	10,983.80	18.6
20238		TS Collection	-2,587.44	-2,587.44	-28,000.00	25,412.56	9.2
20239		Transfer Station Operations	0.00	0.00	-1,840,000.00	1,840,000.00	0
20239	001	Post Closure Maintenance	0.00	0.00	-8,000.00	8,000.00	0
20240		Advertising/Publications	0.00	0.00	-1,000.00	1,000.00	0
20240	062	Advertising-Oil Grant 15/16	0.00	0.00	-2,000.00	2,000.00	0
20240	079	Advertising - DOC Grant 15/16	0.00	0.00	-3,000.00	3,000.00	0
20250		Lease of Equipment	-257.21	-547.08	-2,880.00	2,332.92	19.0
20251		Lease - Gasquet Transfer Station	0.00	0.00	-650.00	650.00	0
20270		Minor Equipment	0.00	0.00	-1,000.00	1,000.00	0
20275		Small Tools	0.00	0.00	-750.00	750.00	0
20280		Delivery Service	0.00	0.00	-600.00	600.00	0
20281		Household Hazardous Waste Event	0.00	0.00	-32,000.00	32,000.00	0
20283		Community Clean-up	0.00	-451.95	-5,500.00	5,048.05	8.2
20285		Special Dept Expense	0.00	-624.00	-1,500.00	876.00	41.6
20285	062	Spec Dept Exp-Oil Grant 15/16	0.00	0.00	-6,500.00	6,500.00	0
20285	068	Spec Dept Exp - DOC 13/14	-120.00	-2,120.00	0.00	-2,120.00	0
20285	079	Special Dept Exp - DOC Grant 15/16	0.00	0.00	-4,500.00	4,500.00	0
20286		Cash Over/Under	50.66	53.54	-175.00	228.54	-30.6
20288		City Collections	0.00	-1,558.46	-16,500.00	14,941.54	9.4
20290		Travel	0.00	0.00	-3,000.00	3,000.00	0
20290	062	Travel-Oil Grant - 15/16	0.00	0.00	-2,500.00	2,500.00	0
20290	079	Travel - DOC Grant 15/16	0.00	0.00	-4,500.00	4,500.00	0
20297		Vehicle Fuel	-144.18	-221.71	-1,600.00	1,378.29	13.9
20301		State Fees	0.00	0.00	-73,431.00	73,431.00	0
Total Services & Supplies			13,342.80	19,917.62	2,174,194.00	2,154,276.38	.92
30490		Depreciation Expense	0.00	0.00	-98,000.00	98,000.00	0
Total Other Charges			0.00	0.00	98,000.00	98,000.00	0.00
70530	025	Interfund-Repayment to County	-158,745.93	-158,745.93	-202,275.00	43,529.07	78.5
70530	199	Interfund-Cost Plan	0.00	0.00	-53,449.00	53,449.00	0
70800		ARC Payment OPEB	0.00	0.00	-11,125.00	11,125.00	0
Total Intra/Inter Fund Transfers			158,745.93	158,745.93	266,849.00	108,103.07	59.49
81000		Contingency	0.00	0.00	-1,000.00	1,000.00	0
Total Other Charges			0.00	0.00	1,000.00	1,000.00	0.00
Total Expenditures			208,471.60	250,943.54	3,071,900.00	2,820,956.46	8.17
Net Cost			54,431.27	133,615.90	0.00	133,615.90	

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Del Norte Solid Waste Management Authority
A/R Aging Summary
 As of October 2, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Affordable Home & Rental Rep.	84.09	0.00	0.00	0.00	0.00	84.09
Agricultural Commission(solid waste only)	22.09	52.58	0.00	0.00	0.00	74.67
Aladdin Realty	21.32	0.00	0.00	0.00	0.00	21.32
Albers Seafood	81.03	0.00	0.00	0.00	0.00	81.03
Alexandre EcoDairy Farms	337.67	172.00	0.00	0.00	0.00	509.67
All About Town Home Repair	0.00	0.00	0.00	0.00	129.78	129.78
Atlas Field Services, Inc.	73.07	0.00	0.00	0.00	0.00	73.07
AWI Management Group	13.36	0.00	0.00	0.00	0.00	13.36
Babich Construction	60.03	0.00	0.00	0.00	0.00	60.03
Bart Kast Builders	79.60	0.00	0.00	0.00	0.00	79.60
Benner Mini Storage	58.28	0.00	0.00	0.00	0.00	58.28
Borges Dairy	282.89	0.00	0.00	0.00	0.00	282.89
Brown, Hector	707.06	0.00	0.00	0.00	0.00	707.06
Cal-Fire	23.92	0.00	0.00	0.00	0.00	23.92
Cal-Ore LIFE FLIGHT	0.00	0.00	0.00	-3.55	0.00	-3.55
Cal-Trans	9.95	339.34	0.00	0.00	0.00	349.29
California Auto Image	102.35	0.00	0.00	0.00	0.00	102.35
California Construction Co.	3.98	0.00	0.00	0.00	0.00	3.98
California Dept. Parks & Rec.	896.26	1,062.74	208.24	0.00	0.00	2,167.24
Castlerock Countertop's	44.07	0.00	0.00	0.00	0.00	44.07
Certified Construction	0.00	0.00	0.00	0.00	6.90	6.90
Certified Plumbing Co.	0.00	0.00	0.00	0.00	12.76	12.76
Cetnar Construction Inc.	55.85	0.00	0.00	0.00	0.00	55.85
College of the Redwoods	42.94	0.00	0.00	0.00	0.00	42.94
Cornerstone Assembly of God	60.64	0.00	0.00	0.00	0.00	60.64
Crescent Ace Hardware.	220.34	0.00	0.00	0.00	0.00	220.34
Crescent City KOA	340.52	0.00	0.00	0.00	0.00	340.52
Crescent Fire Protection Dist.	11.37	3.98	0.00	0.00	0.00	15.35
Del Norte Ambulance	29.84	0.00	0.00	0.00	0.00	29.84
Del Norte Realty	396.60	0.00	0.00	0.00	0.00	396.60
Del Norte Roofing	194.74	0.00	0.00	0.00	0.00	194.74
DN Unified School District	222.39	0.00	0.00	0.00	0.00	222.39
Elk Valley Casino	29.48	0.00	0.00	0.00	0.00	29.48
Elk Valley Storage	15.64	31.28	0.00	0.00	0.00	46.92
Ellers Fort Dick Market	254.45	0.00	0.00	0.00	0.00	254.45
Frank's Refrigeration	125.09	0.00	0.00	0.00	0.00	125.09
G. H. Outreach	451.42	0.00	0.00	0.00	0.00	451.42
Gasquet Mobile Home Park	156.37	0.00	0.00	0.00	0.00	156.37
Golden State Construction	152.10	0.00	0.00	0.00	0.00	152.10
GR Construction	271.51	0.00	0.00	0.00	0.00	271.51
Green Scapes	94.26	0.00	0.00	0.00	0.00	94.26
Hambro/Waste Solutions Group	49.26	0.00	0.00	0.00	0.00	49.26
Hank's Hauling	285.73	0.00	0.00	0.00	0.00	285.73
Hartley Construction	862.72	0.00	0.00	0.00	0.00	862.72
HASP / Jordan Recovery Centers	81.03	104.03	0.00	0.00	0.00	185.06
Hemmingsen Contracting Company	4,067.75	0.00	0.00	0.00	0.00	4,067.75
Hintz Construction	0.00	0.00	0.00	0.00	127.60	127.60
Hiouchi Community Fellowship	39.80	0.00	0.00	0.00	0.00	39.80
Humane Society Of Del Norte	58.76	0.00	0.00	0.00	0.00	58.76
Humboldt Moving & Storage	31.27	0.00	0.00	0.00	0.00	31.27
Investment Realty	533.97	0.00	0.00	0.00	0.00	533.97
Kays, Matthew J.	30.33	0.00	0.00	0.00	0.00	30.33
Kirkland's Lawn & Yard Service	582.94	0.00	0.00	0.00	0.00	582.94
Kraft, Tom & Patti	93.82	0.00	0.00	0.00	0.00	93.82
Larry Hartwick Construction	89.30	0.00	0.00	0.00	0.00	89.30
Larson Services	78.18	0.00	0.00	0.00	0.00	78.18
Loren Stonebrink Const	153.52	0.00	0.00	0.00	0.00	153.52
Lucky 7 Casino	110.88	0.00	0.00	0.00	0.00	110.88
Malloroy Construction	0.00	19.12	0.00	0.00	0.00	19.12
Mark Wooding Construction	0.00	0.00	0.00	0.00	-120.00	-120.00
Mastaloudis Homes Inc.	251.60	0.00	0.00	0.00	0.00	251.60
McCullough Construction, Inc.	123.99	0.00	0.00	0.00	0.00	123.99
Ming Tree Real Estate	0.00	0.00	0.00	0.00	-16.10	-16.10
Mountain Power Tree Co.	24.17	0.00	0.00	0.00	0.00	24.17
Mow Blow and Go	88.35	0.00	0.00	0.00	0.00	88.35
Murray Construction	216.07	0.00	0.00	0.00	0.00	216.07

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Del Norte Solid Waste Management Authority

A/R Aging Summary

As of October 2, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
New Dawn Support Services	59.70	0.00	0.00	0.00	0.00	59.70
Niehoff Construction	22.74	0.00	0.00	0.00	0.00	22.74
Norbury Construction	0.00	0.00	0.00	0.00	116.70	116.70
North Coast Properties	144.46	0.00	0.00	0.00	0.00	144.46
North Woods Realty	0.00	8.53	65.39	0.00	0.00	73.92
Northridge Electric	81.02	0.00	0.00	0.00	0.00	81.02
Pacific Northwest Physical Therapy	11.87	184.55	0.00	0.00	0.00	196.42
PALM Industries, Inc.	100.93	11.37	0.00	0.00	0.00	112.30
Pappas Dry Wall	119.40	0.00	0.00	0.00	0.00	119.40
Parkway Feed	135.04	0.00	0.00	0.00	0.00	135.04
Peasley's Property Mang.	48.92	0.00	0.00	0.00	0.00	48.92
Pelican Bay Evangelical Free Church	7.10	0.00	0.00	0.00	0.00	7.10
Pelican Bay Roofing Co.	921.14	0.00	0.00	0.00	0.00	921.14
Plunkett's Family Painting	133.61	0.00	0.00	0.00	0.00	133.61
Porter's Trucking & Logging	0.00	0.00	0.00	0.00	2,033.84	2,033.84
Ray's Mobile Home Service	555.56	0.00	0.00	0.00	0.00	555.56
Recology Del Norte (Franchise)	114,538.30	0.00	0.00	0.00	0.00	114,538.30
Recology Del Norte (Prison)	12,288.88	0.00	0.00	0.00	0.00	12,288.88
Recology Del Norte Fran Fees	0.00	0.00	50.71	0.00	0.00	50.71
Red Sky Roofing	11,436.19	8,809.09	0.00	0.00	0.00	20,245.28
Redwood Community Action Agency	39.79	0.00	0.00	0.00	0.00	39.79
Redwood National Park	2,669.48	0.00	0.00	0.00	0.00	2,669.48
Reservation Ranch	1,064.70	0.00	0.00	0.00	0.00	1,064.70
Richard Brown Construction	159.21	0.00	0.00	0.00	0.00	159.21
Richterich & Jones Const	319.83	0.00	0.00	0.00	0.00	319.83
Rick Parker Construction	95.24	0.00	0.00	0.00	0.00	95.24
Ritchie Homes	109.46	0.00	0.00	0.00	0.00	109.46
Rogers, Luu T.	437.82	558.66	0.00	0.00	0.00	996.48
Roy Rook Construction	190.48	0.00	0.00	0.00	0.00	190.48
Ruiz Construction	200.43	0.00	0.00	0.00	0.00	200.43
Rumiano Cheese Company	423.61	0.00	0.00	0.00	0.00	423.61
S.O.S. Construction	54.02	0.00	0.00	0.00	0.00	54.02
Schnacker's General Hauling	437.19	0.00	0.00	0.00	0.00	437.19
Seabreeze Apartments	209.84	0.00	0.00	0.00	0.00	209.84
Seawood Village	2,007.17	0.00	0.00	0.00	0.00	2,007.17
Shangri-La Trailer Court	243.73	0.00	0.00	0.00	0.00	243.73
Smith River Equipment	110.88	0.00	0.00	0.00	0.00	110.88
Smith River Rancheria	265.83	0.00	0.00	0.00	0.00	265.83
Sprint Courier Service	14.22	0.00	0.00	0.00	0.00	14.22
Spruce Haven Mobile Home Park	109.71	0.00	0.00	0.00	0.00	109.71
Steel	48.33	73.66	0.00	0.00	0.00	121.99
Stephen F White Gen.Cont. Inc.	135.54	0.00	14.21	0.00	0.00	149.75
Stone Roofing	5,481.30	0.00	0.00	0.00	0.00	5,481.30
Swanson, Ray C. Construction	513.81	0.00	0.00	0.00	0.00	513.81
Tab & Associates	632.60	0.00	0.00	0.00	0.00	632.60
Tim Haban Construction	44.07	0.00	0.00	0.00	0.00	44.07
Van Arsdale Construction	616.93	0.00	0.00	0.00	0.00	616.93
Van Nocker's Cleaning	24.16	0.00	0.00	0.00	0.00	24.16
Wigley Contracting	8.53	0.00	0.00	0.00	0.00	8.53
Winn's Maintance Service	0.00	0.00	0.00	0.00	-25.00	-25.00
Yurok Economic Dev Corp	0.00	30.09	0.00	0.00	0.00	30.09
Yurok Indian Housing Authority	167.58	0.00	0.00	0.00	0.00	167.58
Yurok Tribe	555.37	0.00	0.00	0.00	0.00	555.37
TOTAL	171,875.73	11,461.02	338.55	-3.55	2,266.48	185,938.23

CLAIMS APPROVED BY THE DIRECTOR

Del Norte Solid Waste Management Authority
Claims for September 2015

<i>Date Paid</i>	<i>Paid to:</i>	<i>Budget</i>	<i>Amt. Paid</i>	<i>Description</i>
9/1/2015	Richard D. Taylor	20235	700.00	August 2015 Treasurer / Controller Fees
9/1/2015	Mission Linen	20140	61.72	August 2015 Linen service
9/2/2015	U S Bank	20290-079	\$1,224.50	CRRA Conference/Tedd Ward/Los Angeles, CA
	U S Bank	20121	\$34.14	US Cellular Phone replacement
	U S Bank	20239-001	\$252.93	Padlocks.com
9/2/2015	Recology Del Norte	20238	\$1,848.00	INV 514 Klamath Beach RD
	Recology Del Norte	20238	\$924.00	INV 513 Old Gasquet Toll RD
9/2/2015	Karews, LLC	20280	\$60.00	INV 2015 Delivery to North Coast Labs
9/3/2015	G. H. Outreach	20285-068	\$160.00	INV 459593 August Recycling Service
9/8/2015	Curry Transfer-Roto Rooter	20140	\$293.00	Porta Potty Service for KTS and GTS
9/14/2015	Ricoh USA, Inc	20250	\$249.99	INV 95414572 September Rental for Copier
9/14/2015	SWRCB Fees	20301	\$40,156.00	INV WD-0108569 Waste Water Permit fees 14/15
9/15/2015	Charter Spectrum Business	20121	\$179.94	Billing for 8/19-9/18 & 9/19-10/18 Phone Service
9/15/2015	Hambro / WSG	20239	\$168,022.25	INV 2015-08 August billing for Services
9/21/2015	U S Cellular	20121	\$136.29	INV 0100774369 Service Thru 9/3/15
9/21/2015	Recology Del Norte	20283	\$451.95	500 Cooper Ave County yard
	Recology Del Norte	20288	\$1,309.08	1001 Front ST Cultural Center
	Recology Del Norte	20288	\$249.38	900 Tenth ST City yard
9/21/2015	The Triplicate	20240-079	\$34.80	Pub 7-90845A DN Fair advertising
9/22/2015	Hi-Tech Security	20236	\$72.00	INV 15-09309 Commercial Monitoring 10/15-12/15
9/23/2015	U S Bank	20232-002	\$202.24	QuickBooks Software and I-pad Software 14/15
9/24/2015	U S Bank	20227	\$80.00	Subscription-Resourse Recycling, Inc 14/15
9/29/2015	Efficiency Delivery	20280	\$30.00	INV 2007248 Deliver Ground & Surface Water Test
9/29/2015	North Coast Laboratories, Ltd.	20232	\$2,016.00	INV 123336 Landfill water testing 8/26
	North Coast Laboratories, Ltd.	20232	\$1,054.00	INV 123354 Landfill water testing 9/01
9/29/2015	Del Norte Office Supply	20224	\$131.18	Office Supplies for September 2015
9/29/2015	Crescent Ace hardware	20224	\$14.00	INV 570293 Office Supplies
	Crescent Ace hardware	20180	\$12.93	INV 567124 Transfer Station Maintenance
9/29/2015	Mission Linen	20140	\$92.58	September 2015 Linen Supplies
	TOTAL		\$ 220,052.90	

7.4

DNSWMA					
GRAND TOTALS					
SEPTEMBER 2015					
	Amount to	Amount to	Amount to		
	422-421	422-421	422-421	TOTAL	
	91003	91004	91004	AMOUNT	
	66.53%	33.47%			
DNCTS Cash Total	35,076.63	17,646.39		52,723.02	
DNCTS Charge Total	117,849.96	59,288.11		177,138.07	
DNCTS Credit/Debit	18,219.29	9,165.78		27,385.07	
DNCTS Totals	171,145.87	86,100.29		257,246.16	
Klamath Cash Total		3,897.91		3,897.91	
Klamath Charge Total		307.04		307.04	
Klamath Totals		4,204.95		4,204.95	
Gasquet Cash Total		1,677.96		1,677.96	
Gasquet Charge Total		0.00		0.00	
Gasquet Totals		1,677.96		1,677.96	
Adjustments					
GRAND TOTALS	171,145.87	91,983.20		263,129.07	

MONTHLY SPLIT SHEET

DNSWMA TRANSFER STATION

MONTH: SEPTEMBER 2015

Date	Cash	Checks	Cash/Check Total	Visa	Master	Discover	AmExp	Credit Card Total	Charges	Grand Total	66.53% 91003	33.47% 91004	20286	Total	
1	\$ 1,840.05	\$ 431.58	\$ 2,271.63	\$ 872.67	\$ 281.46		\$ 12.79	\$ 1,166.92	\$ 7,369.29	\$ 10,807.84	\$ 1,511.32	\$ 760.31	\$ 7.30	\$ 2,278.93	
2	\$ 1,139.31	\$ 381.05	\$ 1,520.36	\$ 619.42	\$ 27.01	\$ 11.37	\$ 14.22	\$ 672.02	\$ 9,557.37	\$ 11,749.75	\$ 1,011.50	\$ 508.86	\$ (0.05)	\$ 1,520.31	
3	\$ 1,444.19	\$ 107.83	\$ 1,552.02	\$ 734.90	\$ 27.01			\$ 761.91	\$ 7,554.07	\$ 9,868.00	\$ 1,032.56	\$ 519.46	\$ (7.09)	\$ 1,544.93	oil pd. out
4	\$ 1,727.13	\$ 316.37	\$ 2,043.50	\$ 981.72	\$ 80.68		\$ 45.49	\$ 1,107.89	\$ 6,901.13	\$ 10,052.52	\$ 1,359.54	\$ 683.96	\$ 1.70	\$ 2,045.20	oil pd. out
5	\$ 1,623.93	\$ 236.96	\$ 1,860.89	\$ 706.48	\$ 73.91		\$ 235.97	\$ 1,016.36	\$ 550.77	\$ 3,428.02	\$ 1,238.05	\$ 622.84	\$ (0.07)	\$ 1,860.82	
6	\$ 1,979.12	\$ 172.78	\$ 2,151.90	\$ 791.18	\$ 14.22			\$ 805.40	\$ 227.89	\$ 3,185.19	\$ 1,431.66	\$ 720.24	\$ 0.30	\$ 2,152.20	
7	CLOSED		\$ -					\$ -		\$ -	\$ -	\$ -		\$ -	
8	\$ 2,024.90	\$ 511.02	\$ 2,535.92	\$ 1,386.55	\$ 559.01	\$ 22.74	\$ 136.46	\$ 2,104.76	\$ 10,106.85	\$ 14,747.53	\$ 1,687.15	\$ 848.77	\$ 0.57	\$ 2,536.49	
9	\$ 2,057.83	\$ 435.58	\$ 2,493.41	\$ 1,381.01	\$ 100.80		\$ 56.86	\$ 1,538.67	\$ 13,324.70	\$ 17,356.78	\$ 1,658.87	\$ 834.54	\$ 0.78	\$ 2,494.19	
10	\$ 1,499.30	\$ 482.63	\$ 1,981.93	\$ 684.95	\$ 7.24	\$ 8.53	\$ 73.92	\$ 774.64	\$ 6,364.68	\$ 9,121.25	\$ 1,318.58	\$ 663.35	\$ 0.00	\$ 1,981.93	
11	\$ 1,737.89	\$ 2,114.19	\$ 3,852.08	\$ 693.63	\$ 41.23		\$ 49.75	\$ 784.61	\$ 8,572.53	\$ 13,209.22	\$ 2,562.79	\$ 1,289.29	\$ 0.02	\$ 3,852.10	
12	\$ 2,231.40	\$ 1,657.45	\$ 3,888.85	\$ 1,030.27	\$ 12.79			\$ 1,043.06	\$ 6,489.13	\$ 11,421.04	\$ 2,587.25	\$ 1,301.60	\$ 0.08	\$ 3,888.93	
13	\$ 1,446.35	\$ 1,302.15	\$ 2,748.50	\$ 818.68	\$ 33.98		\$ 108.03	\$ 960.69	\$ 258.00	\$ 3,967.19	\$ 1,828.58	\$ 919.92	\$ (7.04)	\$ 2,747.46	
14	\$ 1,636.81	\$ 251.36	\$ 1,888.17	\$ 938.38	\$ 85.28		\$ 49.75	\$ 1,073.41	\$ 7,618.15	\$ 9,563.41	\$ 1,256.20	\$ 631.97	\$ (0.01)	\$ 1,389.79	
15	\$ 1,285.68	\$ 104.12	\$ 1,389.80	\$ 296.61	\$ 243.07	\$ 15.78		\$ 555.46	\$ 5,044.44	\$ 6,459.76	\$ 344.57	\$ 173.35	\$ 0.05	\$ 517.97	
16	\$ 463.91	\$ 54.01	\$ 517.92	\$ 716.87	\$ 180.53			\$ 897.40	\$ 5,072.66	\$ 6,868.35	\$ 743.76	\$ 374.17	\$ 0.02	\$ 1,117.95	
17	\$ 1,110.82	\$ 7.11	\$ 1,117.93	\$ 608.11	\$ 69.65			\$ 677.76	\$ 6,732.96	\$ 9,177.76	\$ 1,029.74	\$ 518.05	\$ (0.10)	\$ 1,547.69	
18	\$ 999.92	\$ 547.87	\$ 1,547.79	\$ 592.82	\$ 304.19			\$ 897.01	\$ 1,266.92	\$ 4,151.38	\$ 910.80	\$ 458.21	\$ (0.05)	\$ 1,368.96	
19	\$ 1,175.69	\$ 193.32	\$ 1,369.01	\$ 1,424.20	\$ 57.13		\$ 34.12	\$ 1,515.45	\$ 181.96	\$ 2,757.54	\$ 1,297.65	\$ 652.82	\$ 0.04	\$ 1,950.51	
20	\$ 1,581.24	\$ 369.23	\$ 1,950.47	\$ 601.65	\$ 23.46			\$ 625.11	\$ 10,906.04	\$ 13,024.18	\$ 941.39	\$ 473.59	\$ 0.08	\$ 1,415.06	
21	\$ 1,017.56	\$ 397.42	\$ 1,414.98	\$ 588.30	\$ 114.86			\$ 703.16	\$ 8,685.34	\$ 11,002.53	\$ 824.73	\$ 414.91	\$ 1.99	\$ 1,241.63	
22	\$ 1,109.72	\$ 129.92	\$ 1,239.64	\$ 1,042.01	\$ 35.54			\$ 1,077.55	\$ 6,570.11	\$ 8,586.56	\$ 799.66	\$ 402.29	\$ (0.10)	\$ 1,201.85	
23	\$ 1,017.04	\$ 184.91	\$ 1,201.95	\$ 740.78	\$ 73.72			\$ 814.50	\$ 7,333.67	\$ 9,147.92	\$ 827.39	\$ 416.25		\$ 1,243.64	
24	\$ 1,075.90	\$ 167.74	\$ 1,243.64	\$ 442.80	\$ 110.88		\$ 16.93	\$ 570.61	\$ 7,285.33	\$ 8,916.35	\$ 788.15	\$ 396.50	\$ 0.20	\$ 1,184.85	
25	\$ 1,096.93	\$ 87.72	\$ 1,184.65	\$ 395.19	\$ 35.54		\$ 15.64	\$ 446.37	\$ 1,219.18	\$ 3,632.23	\$ 1,020.27	\$ 513.28	\$ 0.10	\$ 1,533.65	
26	\$ 1,387.21	\$ 146.34	\$ 1,533.55	\$ 818.38	\$ 61.12	\$ 15.64		\$ 879.50	\$ 162.04	\$ 2,636.47	\$ 1,125.80	\$ 566.37	\$ (0.20)	\$ 1,691.97	
27	\$ 1,468.67	\$ 223.50	\$ 1,692.17	\$ 753.83	\$ 12.79			\$ 782.26	\$ 7,988.37	\$ 11,409.17	\$ 1,342.02	\$ 675.14		\$ 2,017.16	
28	\$ 1,675.84	\$ 341.32	\$ 2,017.16	\$ 1,360.99	\$ 8.53		\$ 34.12	\$ 1,403.64	\$ 7,749.54	\$ 10,239.81	\$ 783.10	\$ 393.96	\$ 1.21	\$ 1,178.27	
29	\$ 1,081.69	\$ 95.37	\$ 1,177.06	\$ 1,306.11			\$ 7.10	\$ 1,313.21	\$ 6,905.03	\$ 8,656.91	\$ 888.93	\$ 447.21	\$ 3.12	\$ 1,339.26	
30	\$ 1,171.11	\$ 165.03	\$ 1,336.14	\$ 323.34	\$ 92.40			\$ 415.74							
TOTALS	\$ 41,107.14	\$ 11,615.88	\$ 52,723.02	\$ 23,651.83	\$ 2,768.03	\$ 74.06	\$ 891.15	\$ 27,385.07	\$ 177,138.07	\$ 257,246.16	\$ 35,076.63	\$ 17,646.39	\$ 9.28	\$ 52,732.30	

DAILY TICKET REPORT				
DNSWMA TRANSFER STATION				
MONTH: SEPTEMBER				
Date	BEGIN	END	VOIDED TICKETS	TICKET COUNT
1	838123	838329	1	206
2	838330	838491	1	161
3	838492	838665	1	173
4	838666	838889		224
5	838890	839087		198
6	839088	839274		187
7	CLOSED			
8	839275	839535	2	259
9	839536	839755	1	219
10	839756	839953		198
11	839954	840166	1	212
12	840167	840400		234
13	840401	840569	2	167
14	840570	840788		219
15	840789	840974	3	183
16	840975	841065		91
17	841066	841205		140
18	841206	841368		163
19	841369	841541		173
20	841542	841711	1	169
21	841712	841890		179
22	841891	842051	1	160
23	842052	842202	3	148
24	842203	842352		150
25	842353	842518	2	164
26	842519	842716	1	197
27	842717	842905	8	181
28	842906	843087	2	180
29	843088	843260		173
30	843261	843415	2	153
TOTAL			32	5261

DNSWMA									
GASQUET TRANSFER STATION - DEPOSITS									
September-2015									
Date	Cash	Checks	TOTAL	Over / Short	Sales	TOTAL	Sales	Charges	Tickets
September 3, 2015	148.07	37.23	185.30	0.16	185.14	185.30	185.30	0.00	14
September 5, 2015	299.91	114.68	414.59	9.14	405.45	414.59	414.59	0.00	31
September 10, 2015	96.13	22.40	118.53	0.00	118.53	118.53	118.53	0.00	12
September 12, 2015	231.07	32.24	263.31	0.00	263.31	263.31	263.31	0.00	25
September 17, 2015	80.87	11.55	92.42	0.00	92.42	92.42	92.42	0.00	8
September 19, 2015	212.10	23.20	235.30	0.00	235.30	235.30	235.30	0.00	27
September 24, 2015	81.20	17.20	98.40	0.00	98.40	98.40	98.40	0.00	10
September 26, 2015	197.14	72.97	270.11	0.00	270.11	270.11	270.11	0.00	28
TOTAL	\$ 1,346.49	\$ 331.47	\$ 1,677.96	\$ 9.30	\$ 1,668.66	\$ 1,677.96	\$ -	\$ -	155

AUTHORITY REVENUE REPORT August 2015

Source		2014/2015	2015/2016	
Authority		Actual Annual		
Service Fees		\$ 1,002,778.17	Budget/Month	Budget/Year
			\$ 83,083.33	\$ 997,000.00
		Actual/Month	Comparison	
			FYE15 & FYE16	Actual/Month Over Budget
July	\$ 96,004.21	\$ (1,389.79)	July	\$ 94,614.42 \$ 11,531.09
August	\$ 89,437.87	\$ 2,718.16	August	\$ 92,156.03 \$ 9,072.70
September	\$ 84,704.53	\$ 7,278.67	September	\$ 91,983.20 \$ 8,899.87
October	\$ 83,098.23	\$ -	October	
November	\$ 72,572.43	\$ -	November	
December	\$ 76,859.33	\$ -	December	
January	\$ 84,970.65	\$ -	January	
February	\$ 77,883.08	\$ -	February	
March	\$ 82,827.13	\$ -	March	
April	\$ 79,373.56	\$ -	April	
May	\$ 85,383.19	\$ -	May	
June	\$ 89,663.96	\$ -	June	
Total	\$ 1,002,778.17	\$ 8,607.04	Total	\$ 278,753.65 \$ 29,503.65
			Ahead of budget	
			10.58%	

Source		2014/2015	AUTHORITY		REVENUE	REPORT	August 2015	
Franchise Fee		Actual Annual				2015/2016	Budget/Month	Budget/Year
							\$ 20,166.67	\$ 242,000.00
		Actual/Month	Comparison FY 13/14		Actual/Month		Over/Under Budget	
July	\$	19,120.00	\$	380.00	July	\$	19,500.00	\$ (666.67)
August	\$	20,447.00	\$	3,679.00	August	\$	24,126.00	\$ 3,959.33
September	\$	20,575.00	\$	4,713.00	September	\$	25,288.00	\$ 5,121.33
October	\$	21,152.00	\$	-	October			
November	\$	19,499.00	\$	-	November			
December	\$	19,400.00	\$	-	December			
January	\$	19,301.00	\$	-	January			
February	\$	20,531.00	\$	-	February			
March	\$	19,833.00	\$	-	March			
April	\$	20,819.00	\$	-	April			
May	\$	19,868.00	\$	-	May			
June	\$	23,504.00	\$	-	June			
Total	\$	244,049.00	\$	8,772.00	Total	\$	68,914.00	\$ 8,414.00
							12.21%	